



# IWNA BY-LAWS

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## **1. COMPETITION**

### **1.1 CLUB AFFILIATION AND UNIFORM**

- (a) Any club or person wishing to affiliate with this Association must make application each year and shall forward appropriate affiliation form and fee.
- (b) If a club withdraws its affiliation application prior to the closing date of entries for any competition, that fee shall be refunded.
- (c) Each Club, its Executive officers and registered members shall be governed by the Constitution and By-Laws of this Association.
- (d) Clubs, upon affiliation, shall register the name; uniform and colours to be worn by their teams and shall fulfil any rostered duties as required.
- (e) All monetary Fines & Penalties are to be paid two weeks after issue.
- (f) Failure to pay fines by end of competition rounds will render a Club/Team unfinancial and ineligible to participate in final series.
- (g) Such uniforms and colours shall be approved by the Council and shall be in accordance with AA rules.
- (h) Uniform and colours shall be recorded in an Association Register.
- (i) Players in Club matches shall wear the registered uniform of their Club.
- (j) Clubs failing to attend on time and/or complete their rostered duties will be fined \$50.00 per occurrence. This includes Canteen duties, Control duties and other duties as may be set by the Association from time to time. Failure to attend any rostered duty during the final series, including umpiring duties shall incur a fine of \$100.00.
- (k) The registered uniform of IWNA Inc shall be exclusive to the Association.

### **1.2 REGISTRATION**

#### **1.2.1 Registration Procedures**

- (a) Team registrations shall close on a date to be fixed by Council each year. Such registrations shall be made on the Association's registration form, with all the required information.
- (b) Clubs are required to number their teams sequentially, commencing from the highest age group or grade team.
- (c) Registration forms, which are not complete, will not be accepted.
- (d) A date shall be set for Club Officials to present Player Registration documents. See 1.2 (a).
- (e) All players listed on a Club Registration form will be liable to pay a player membership fee. Where a



person withdraws their registration without having participated in a competition game, the person/club will be responsible for paying that portion of the membership fee paid to NSWNA by the Association.

- (f) 60% of registration fees to be paid within one week following submission of registrations – Winter and Summer. Balance to be paid on or before Round 1 of competition.
- (g) After Round 1 Late registration fees will be paid as the late registration is submitted
- (h) All non-playing participants of clubs must be registered with IWNA Inc and/or NSW Netball Association Limited. It is the Club Secretary's responsibility to ensure that all playing and non-playing participants are registered with IWNA Inc.
- (i) No players, under the age of 18 years in the year of registration are to be registered, unless they have provided proof of age as 2.1 (h). Application may be made to the Association in exceptional circumstances.
- (j) Originals or photocopies of a Birth Certificate, Extract of Birth Certificate, Passport or Drivers Licence are to be accepted as the only means of proof of age up to and including players under the age of 18. To be recorded by either the Junior or Senior Competition Coordinator.
- (k) No player under 15 years (in the year of competition) is eligible to be registered or play in a senior team.
- (l) A team may be registered with not less than five players on the written application by the Club Secretary to the Grading Committee Convenor.
- (m) Clubs will receive a penalty of \$150.00 if any of their team(s) withdraw after completion of competition fixtures and will be liable for registration fees paid to Netball NSW.

### **1.2.2 Player Registration Documents**

- (a) To register, players are required to supply fully completed Player Registration Form and Photo Identification Card with one (1) current identical passport size and quality or school photographs. Photos that are not legible will be returned to the club and must be re-submitted before the player will be registered.
- (b) Photos are to be renewed every three years for Modified, Junior and Intermediate players and as directed by the Senior Competition Coordinator for Senior Players.

### **1.2.3 Late Registrations**

- (a) All late registrations must comprise of Player Registration documents. See 1.2.2 (a).
- (b) Late registrations may be made by a Club, on the appropriate form in accordance with timelines set by the Grading Committee prior to the commencement or during a competition.



## 1.2.4 Definitions

<b>INELIGIBLE PLAYER</b> - Player who by their grading/age/failure to obtain approval from the Grading Committee, or any other reason is not eligible to play in that grade/age/round.	
<b>PENALTY</b> Loss of two (2) competition points by infringing team. No goals recorded for Infringing team. Non-infringing team have the goals scored by them recorded. Game to count as game played.	
<b>UNSIGHTED PLAYER</b> - Player who has not been sighted in accordance with By-Law, Section 1, 1.3.1 (c)	
<b>PENALTY</b>	
<b>Competition game</b> <b>Junior</b> – Per occurrence - \$20 fine <b>Senior</b> – 1 <sup>st</sup> occurrence - \$20 fine & written warning; thereafter loss of two (2) competition points and no goals recorded for infringing team	<b>Semi-Finals &amp; Finals</b> \$100 penalty to be paid prior to the next final series game. Team members will be required to attend at a pre-determined time before the next game and have their photos sighted for that next game.

## 1.3 PLAYING REGULATIONS

### 1.3.1 Players

- (a) A player's age grading shall be determined at 31st December in the current year.
- (b) Players failing to provide proof of age and a photo identification card. **INELIGIBLE PLAYER penalty applies.**
- (c) Players and their photo identification card will be sighted by the opposing team at each game by placing a notation on the score sheet in the appropriate area. (In extenuating circumstances, the Executive Committee has the authority to override this bylaw without setting precedent) **UNSIGHTED PLAYER penalty applies.**
- (d) Any late registration not approved by the Grading Sub-Committee will be deemed ineligible. **INELIGIBLE PLAYER penalty applies.**
- (e) A player may not play below their registered grade. **INELIGIBLE PLAYER penalty applies.**
- (f) Players may play in three games of a higher grade than originally graded and still revert back to their original grade, but on playing the fourth game in a higher grade must stay in the fourth team. Player becomes ineligible to play below that grade. **INELIGIBLE PLAYER penalty applies.**
- (g) Players who are playing up from a lower grade must have their details noted on the score sheet and their photo identification card must be sighted. **UNSIGHTED PLAYER penalty applies**
- (h) When fielding more than one (1) team within a grade, teams shall not interchange players across the same grades. **INELIGIBLE PLAYER penalty applies.**
- (i) Junior players are not permitted to play more than 2 age divisions greater than their current age with the exception of 14 year olds (in the year of competition) who may play in all grades of the Cadet division. **INELIGIBLE PLAYER penalty applies.**



- (j) Eligible players may participate in up to two games in any one competition round. No more than two (2) players from any lower grades may participate in any one game. **INELIGIBLE PLAYER penalty applies.**
- (k) Any player having left a Club may be de-registered by notifying the appropriate Competition Coordinator.
- (l) To be eligible for the finals series, players must take part in at least three (3) competition games with the same club. This includes games won on forfeit or games abandoned by the Association.
- (m) Where an ineligible is found to have played in a finals series, Team Disqualification will result.
- (n) All Grand final games would be sighted by officials
- (o) Appeals/Protests (including Disciplinary disputes) must be in writing and forwarded to the Club Secretary/President to be received by the Association Secretary within 48 hours of the said game.
- (p) Where a player(s), team(s), spectator(s), and/or Club official (which includes coach, scorer or umpire) is reported by an umpire and/or Association Committee member at any event under the control of the Association, and action is to be taken, a Disciplinary hearing may be convened.
- (q) All Disciplinary matters will be dealt with by the Executive Committee or seconded club members prior to next competition game.

### 1.3.2 Grading

- (a) Grading of all competitions to be done “on paper” by Grading Sub-Committee. Promotion / relegation is, if practicable, to be two-up and two-down, but will be based on competition / player statistics and information provided to the Grading Committee.
- (b) Before the final decision is made on the regrading of a team then any other team which may also be regraded as a result of the first decision shall be given the right of Reply and this shall be taken into account for the final decision.
- (c) The Grading Committee may recommend to the Executive Committee, after consultation with the Club(s) concerned, the placement of a team in a grade that is consistent with the conduct of a balanced competition. This may include, where appropriate, the combining of age groups and/or a handicap.
- (d) Clubs will be advised within 24 hours after grading day, of the grades in which their teams have been placed.

### 1.3.3 Grading Appeals

- (a) An appeal against a team grading decision must be lodged with the Secretary of the Association on the form, “Application to Appeal/Protest” within the timeframe set for the season calendar or such other date as is appropriate.
- (b) An Appeals Committee comprising one member of the Grading Committee, an Executive Committee member and a member from a Club not involved in the appeal application will hear the appeal. An Appeal Committee hearing will be scheduled in accordance with the timeframe set in



the season calendar or such other date as is appropriate. The Club initiating the appeal may be present at the appeal hearing.

- (c) The Appeals Committee will hear all available evidence and make their decision with 24 hours of the hearing. The decision of the Appeals Committee will be final.
- (d) Following commencement of competition, an Appeal may be lodged to the Secretary of the Association on the "Application to Appeal/Protest" form to regrade a team after each team has played all teams once in that grade.

#### **1.3.4 Score Sheets**

- (a) Where a player from a lower grade plays in a higher grade team, their full registered name and registered team details are to be provided in the appropriate section of the score sheet.
- (b) All score sheets must be fully signed by both captains and scorers and all details filled in clearly. Should the captain and scorer omit to sign the score sheet, they must accept, without challenge, the score sheet as submitted.
- (c) Both umpires to sign score sheet.
- (d) No unauthorised alteration shall be made to any score sheet before or after it is handed in to the appropriate Competition Coordinator. If any alteration/discrepancy cannot be resolved to the mutual satisfaction of both Club Secretaries then it shall be referred to the Council for determination.

#### **1.3.5 Forfeits**

- (a) Teams claiming forfeits should complete and have the captain sign score sheet as usual, if forfeit has not been notified beforehand.
- (b) Teams involved in a forfeit shall still provide umpires for that day as required.
- (c) If a team forfeits a game after play commences then the non-forfeiting team is awarded two (2) points and the score stands (goals for and against). The forfeiting team loses the goals for but the goals against stand.
- (d) Each team is allowed one notified forfeit without incurring a fine. Thereafter, teams will incur a \$25.00 fine, with the exception of (c) above, for each subsequent game forfeited.
- (e) If a team forfeits the last week of competition (with the exception of (c) above) the team will be liable for a \$50.00 fine.

### **1.4 WINTER COMPETITION**

- (a) Competition shall consist of at least one (1) full round, plus semi-finals, finals and grand finals. The teams with the four (4) highest point score totals will play semi-finals, thus 1 v 2; 3 v 4. Finals – the loser of 1 v 2 plays the winner of 3 v 4. Grand Finals – winner of 1 v 2 moves straight to Grand Final and plays the winner of the Final.



- (b) In the event of teams being on equal points their exact position shall be determined by goal average. Number of goals for, divided by number of goals against, multiplied by one hundred (100) and divided by the number of actual games played shall be the method used.
- (c) When calculating goal average for final positions a forfeit counts as a game played for the team giving the forfeit but not for the team receiving the forfeit.
- (d) In semi-finals and finals if after checking the score, it is equal at full time, juniors 3 minutes seniors & cadet teams play five (5) minutes each way from a centre pass by the team who should receive the next centre pass. If after the score is checked and still equal, the umpire will toss a coin for centre pass and the first team to have a two (2) goal advantage will be the winner. In the final series extra time shall be notified to the office before play recommences and will be timed by an Association Official.
- (e) In the grand finals if teams are equal at full time, they will be declared Joint Premiers.
- (f) Timing of games to commence and finish on the hooter. No extra time is allowed for a late start but up to two (2) minutes is allowed for injury (maximum of five minutes, to be played at the end of the fourth quarter). When the final whistle blows, stop play until the timekeeper is present to time the extra time. Play will commence from where the ball was when play stopped.
- (g) Points will be awarded in competition games as follows:

Win	2 Points
Draw	1 Point
Wet Weather	1 Point
Loss	0 Points
Bye	0 Points
Forfeit	0 Points

*Note for Competition Coordinators –  
Wet Weather game to be classed as  
game played*

#### **1.4.1 Wet Weather**

- (a) Decision regarding abandonment shall be made by available Association Office Bearers or in their absence, by other officials appointed. If games are abandoned, the Committee shall advise all Office Bearers and Club Secretaries.
- (b) Games cancelled by inclement weather will not be played and the competition will move onto the next round in the fixture except during the final series whereby a wet weather day will be set.
- (c) If play is commenced but is called off at or before half time, then the match is declared a draw.
- (d) If play is called off after the commencement of play after half time, the points shall be awarded according to the score at the time.

#### **1.5 SUMMER COMPETITION**

- (a) Competition matches between teams shall be conducted in accordance with regulations as Council shall approve and within the parameters of the Association By-Laws.





- (b) Competition shall consist of at least one (1) full round. The teams with the highest points will be declared the winner of each division. If two or more teams are on equal competition points after the last round played, then they shall be declared joint winners.
- (c) Grading according to the information supplied on the team Registration Form shall be applied.
- (d) Timing of games to commence and finish on the hooter. No injury time will be played.

#### **1.5.1 Wet Weather**

- (a) Games cancelled by inclement weather will not be played and the competition will move onto the next round in the fixture.

#### **1.6 UMPIRES**

- (a) Umpires must at all times comply with the Umpires' Coordinators instructions.
- (b) Umpires for junior games must be preferably 12 years of age or older (or 11 years if playing in a 12 year division). Umpires under 13 years of age are to be supervised by an official of the club concerned (preferably an Accredited Umpire).
- (c) Umpires for senior games must be 15 years of age or over unless approved by Umpires Committee.
- (d) Any Senior team failing to fulfil rostered umpiring duties will be fined \$50.00 per umpire and will lose two (2) points.
- (e) Any Junior team failing to fulfil rostered umpiring duties will be fined \$10.00 per umpire and will lose two (2) points.
- (f) When a Club is required to provide umpires at any match, it is the Club's responsibility to ensure that such umpires are capable of controlling the game. Apply (d) or (e) penalty if competent umpires not provided.
- (g) There shall be no substitution of umpires except in the cases of illness or injury or as directed by the Umpires Coordinator or a member of the Umpires Committee.
- (h) Umpires for final series will be allocated by the Umpires' Coordinator. Any umpire failing to fulfil their umpiring duties during the final series will be FINED \$50.00.
- (i) All Umpires to wear white, registered playing uniform, tracksuit or approved shorts.
- (j) If for any reason, a player is sent from the court for disciplinary reasons by the Umpire, a notation should be made by the umpire on the Score Sheet.



## 2. ASSOCIATION REPRESENTATIVES

Association Representative;

- (a) Shall mean any Player, Coach, Manager, Umpire or Association Official accompanying a team entered in any carnival, competition or championship under Association name and colours.
- (b) Wear the appropriate official uniform associated with their duties. The only name to appear on any part of the uniform shall be that of the Association and any approved sponsor.
- (c) Sign appropriate agreement and medical form as drawn up by the Association.
- (d) Travel to and from all Championship venues by approved means of transport.
- (e) A Coach or Manager may be appointed to one (1) team only in any one calendar year. The only exception being that the Inter-District and State League Coach and Manager may also be appointed to the Open State Championship Representative Team.

### 2.1 ASSOCIATION UNIFORM

Players	Black and white Association bodysuit, or black skirt, white shirt, black briefs, white socks, black jumper or black and white tracksuit
Officials	Black and white tracksuit or black slacks/trousers, white shirt, black jumper. Umpires shall wear white.

### 2.2 MANAGER

Upon appointment, the Manager shall take up their duties. The Manager shall:

- (a) Be in charge of all representatives in the Association's team.
- (b) Be responsible for the well-being of the team.
- (c) Be a final court of appeal in all matters appertaining to the team whilst on tour in the absence of a member of the Executive and submit an interim report after each carnival.
- (d) Liaise with the Liaison Officer regarding the completion of all arrangements for the Championships and carnivals.
- (e) Pay such expenses as set down by the Association and purchase Association uniform and other items of apparel as directed by IWNA.
- (f) Upon completion of all tours submit to Council a full report.



## **2.3 COACH**

The Coach shall be the holder of, or in the process of obtaining the entry level Coaching qualification applicable at the time as set by Netball NSW as a minimum and a current NSWNA Umpires Theoretical Pass.

Upon appointment the Coach shall take up their duties. The Coach shall:

- (a) Conduct training sessions as stipulated by the Executive.
- (b) Attend such training sessions as may be called, unless prior leave of absence has been granted.
- (c) Report in writing to the Executive Committee any player who is injured, does not attend training for any reason, or who does not give a maximum effort.
- (d) Assist in the selections, but is not eligible to vote in final team selections.
- (d) Pay such expenses as set down by the Association and purchase Association uniform and other items of apparel as directed by IWNA.
- (e) The Coach shall submit a full report on the team to the Executive Committee within 14 days of the Championship event and submit interim reports after each carnival.

## **2.4 ASSISTANT COACH**

Assist the Coach as directed

## **2.5 PLAYERS**

Players selected in the Association Representative teams shall:

- (a) Be financial members of the IWNA Inc eligible for selection in teams representing the Association.
- (b) Have the written consent of a parent/carer for any player under the age of eighteen years (18).
- (c) Be registered with and actively playing in the IWNA competition or playing for IWNA Inc in State League or Inter-District competitions.
- (d) Forfeit their position in the team if they miss three (3) training sessions or a Carnival without prior written application for leave of absence or medical certificate.
- (e) Pay such expenses as set down by the Association and purchase Association uniform and other items of apparel as directed by IWNA.

## **2.6 UMPIRE**

All Representative teams must be accompanied to carnivals by an Umpire (preferably badged).

Umpires accompanying Championship, Inter-District or State League teams must be the holder of an AANA "C" badge or better.



### 3. ASSOCIATION TROPHIES

Perpetual Trophies will be inscribed by the Association and kept on display at the Association grounds.

Definitions

**Junior** means teams from 10 Year Division to Cadet Division.

**Senior** means teams from teams as classified in Senior category.

#### CLUB CHAMPIONS

##### MAGPIE TROPHY (Overall Club Champion)

The Magpie Trophy is to be competed for annually by Clubs which have ten or more teams overall, including Senior and Junior grades, with a minimum of five Junior and five Senior teams. All teams from these Clubs in all ages, divisions and grades are eligible to participate for their Club.

Fines and penalties incurred by all teams in all grades will be deducted from the Club's final total of aggregate points. This aggregate will then be divided by the number of teams which the Club entered, thus striking an average figure. The Club with the highest average will be awarded the trophy.

- ◆ Points allotted to each Club as per Winter Competition points table [Section 4. (g)] plus;
- ◆ Reaching Semi-Final..... 1 point
- ◆ Reaching Grand-Final..... 1 point

Actual match points will not be awarded for Semi-finals, Finals or Grand Finals.

Points will be deducted from all teams for:

- ◆ Ineligible Player..... Loss of match points and further 2 points
- ◆ Unsighted Player..... Loss of 2 points
- ◆ Failing to Umpire ..... Loss of 2 points

##### PRESIDENT'S TROPHY – JUNIOR & SENIOR

Awarded by the President of the Association to a Club with four (4) or more teams.

- ◆ Junior Category
- ◆ Senior Category

If a Club has two or more teams in any one grade, the points earned by all teams will count in the aggregate Club points, fines and penalties incurred by all teams in all grades will be deducted from the Club's final total of aggregate points. This aggregate will then be divided by the number of teams which the Club entered, thus striking an average figure. The Club with the highest average will be awarded the Trophy.

- ◆ Points allotted to each Club as per Winter Competition points table [Section 4 (g)]

Points will be deducted from all teams for:

- ◆ Ineligible Player..... Loss of match points and further 2 points
- ◆ Unsighted Player..... Loss of 2 points



- ♦ Failing to Umpire ..... Loss of 2 points

**LYNETTE CHALK TROPHY** (Senior Champions)

The Lynette Chalk Trophy is to be competed for annually by Clubs which have 3 or more Senior Teams. If a Club has two or more teams in any one grade, the points earned by the highest points scoring team only will count in the aggregate Club points, fines and penalties incurred by all teams in all grades will be deducted from the Club's final total of aggregate points. This aggregate will then be divided by the number of teams which the Club entered, thus striking an average figure. The Club with the highest average will be awarded the trophy.

- ♦ Points allotted to each Club as per Winter Competition points table [Section 4 (g)] plus;
- ♦ Reaching Semi-Final..... 1 point
- ♦ Reaching Grand-Final..... 1 point

Actual match points will not be awarded for Semi-finals, Finals or Grand Finals.

Points will be deducted from all teams for:

- ♦ Ineligible Player..... Loss of match points and further 2 points
- ♦ Unsighted Player..... Loss of 2 points
- ♦ Failing to Umpire ..... Loss of 2 points

**LAURIE BISSAKER TROPHY** (Junior Champions)

The Laurie Bissaker Trophy is to be competed for annually by Clubs which have 3 or more Junior Teams.

If a Club has two or more teams in any one grade, the points earned by the highest points scoring team only will count in the aggregate Club points, fines and penalties incurred by all teams in all grades will be deducted from the Club's final total of aggregate points. This aggregate will then be divided by the number of teams which the Club entered, thus striking an average figure. The Club with the highest average will be awarded the trophy.

- ♦ Points allotted to each Club as per Winter Competition points table [Section 4 (g)] plus;
- ♦ Reaching Semi-Final..... 1 point
- ♦ Reaching Grand-Final..... 1 point

Actual match points will not be awarded for Semi-finals, Finals or Grand Finals.

Points will be deducted from all teams for:

- ♦ Ineligible Player..... Loss of match points and further 2 points
- ♦ Unsighted Player..... Loss of 2 points
- ♦ Failing to Umpire ..... Loss of 2 points

**WAGENER TROPHY** - Awarded to Winner of A1

**DENEICE OXLEY MEMORIAL TROPHY** - Awarded to Winner of B1

**KAY PIPER TROPHY** - Awarded to Winner of C1

**ST SCHOLASTICA'S TROPHY** - Awarded to Winner of Cadet 1



<b>DENISE PHILLIPSON TROPHY</b>	-	Awarded to Winner of 15/1
<b>JUNE DUNN TROPHY</b>	-	Awarded to Winner of 14/1
<b>TIGERS TROPHY</b>	-	Awarded to Winner of 13/1
<b>LIFE MEMBERS TROPHY</b>	-	Awarded to Winner of 12/1
<b>KATHRYN HALCROW TROPHY</b>	-	Awarded to Winner of 11/1
<b>FOUNDERS TROPHY</b>	-	Awarded to Winner of 10/1.

#### **LESLEY EVANS TROPHY**

Awarded to a Senior Team with the highest number of goals scored per season. Based on number of games played.

**SILVER JUBILEE TROPHY**                      Winner of the March Past

**BETTY SPILLANE TROPHY**                      (Best Defence Team)

Awarded to a 1st Division team 12 - 15 years with the lowest average of goals scored against them throughout the season.

System: all goals against added then divided by actual number of games played.

#### **LEO O'DONNELL TROPHY**

Awarded to the Cadet Team with the lowest average of goals scored against them throughout the season.

System: all goals against added then divided by actual number of games played.

#### **VALDA EVANS TROPHY**

Awarded to a Junior/Intermediate Team with the highest number of goals scored per season. Based on number of games played.



## STANDING ORDERS

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The Chairperson shall:

- (a) Make sure that a quorum is present at all times throughout the meeting.
- (b) Conduct the meeting in accordance with the Rules.
- (c) Ensure that no member speaks for an undue length of time or unnecessarily repeats points that have already been put before the meeting.
- (d) Terminate any discussion, which is not, at that time, relevant to the business before the meeting.

The Chairperson's ruling on all points of order and procedure shall be final, unless a motion is moved, seconded and carried "that the Chairperson's ruling be disagreed with". The mover may speak briefly in support of the motion, and the Chairperson may explain why the ruling was given. The Chairperson takes the vote.

All members shall stand to address the chair.

No speaker shall speak for or against a motion more than once, or for longer than two (2) minutes.

There shall be no limit on the number of speakers for or against a motion providing the debate is still active, but if there is no speaker in opposition to the previous two speakers, the debate shall be closed. The mover of the motion shall have the right of reply before the vote is taken.

Any member may move without debate that the question "now be put" and if the motion is seconded and carried by a majority vote the motion or amendment before the meeting shall be put at once.

Any member may move that the meeting "now proceed to the next business". This requires a seconder and shall be voted upon without discussion. If carried, the original motion shall not be revived at the same meeting. If lost, the original motion shall be put without further discussion except that the mover shall have the right of reply.

Any member may move that the motion before the Chair be deferred. This motion must be seconded and put without further discussion.

A motion or amendment, which is not passed at a meeting, may not be brought forward again at the same meeting, but the matter may be brought forward at a subsequent meeting.

Upon evidence of a mistake in facts that has been presented to the meeting, or upon receipt of further information, a motion may be rescinded at the same meeting provided that all members who voted on the motion are present and agree to the rescission. A resolution may be rescinded on notice of motion at a subsequent meeting.

An amendment, which is a direct negative of the motion, shall not be allowed.

An amendment moved and seconded is voted upon before the motion. The mover of the original motion may exercise their right of reply before the amendment is voted upon. No second or subsequent amendment shall be received until the first amendment has been voted upon. An amendment which is carried becomes the motion and is open for further amendment. The mover and seconder of the motion under discussion are not entitled to move or second amendments to it. If the mover is in agreement with any proposed amendment they can accept it and may seek leave to alter the motion accordingly.

No motion or amendment may be withdrawn without the consent of the mover and seconder and the consent of the meeting.

Voting on motions before the Chair shall be by a show of hands except that a secret ballot shall be taken if any one member requests it.



The voting on any motion shall be recorded at the request of any one member.

No member shall nominate or second more than one candidate for the same position.

Voting for all positions other than casual sub-committees, shall be by secret ballot and shall be decided as under:

a. **For positions to which one person is to be elected:**

Members shall vote for one candidate. The candidate with the greatest number of votes shall be declared elected.

b. **For Sub-Committee or for positions to which more than one person is to be elected:**

One ballot shall be taken and members shall vote for the number of candidates required to fill position or sub-committee. The Candidate/s with the greatest number of votes shall be declared elected.

**ALTERATION TO BY-LAWS and Standing Orders**

These By-Laws and Standing Orders may be altered by resolution passed by a majority of at least two-thirds of the members present and eligible to vote at a meeting of Council of which not less than twenty one (21) days notice, specifying the resolution to be proposed, has been given.