



State Emergency Service
Association of NSW

Association Rules

State Emergency Service Association of NSW Incorporated

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Part 1 – Introductory

1. Name of Rules

The Rules are *Association Rules*.

2. Commencement

These Rules, as amended, commence on 06 October 2025.

3. Definitions

(1) In these Rules –

Act means the *Associations Incorporation Act 2009 (NSW)*.

AGM means the Annual General Meeting of the Association.

Area Representation Group means the group of Area Representatives formed under the Constitution for each Zone or the State Headquarters.

Area Representative means a member elected under the Constitution to represent a Unit, Cluster, Zone, or Business Unit.

Association means the State Emergency Service Association of NSW Incorporated.

Casting vote means a second or deciding vote exercised by the presiding officer in the case of a tie, if permitted by the Constitution.

Committee means the Committee of the Association as constituted under the Constitution.

Constitution means the Constitution of the Association as adopted and in force.

Deliberative Vote means the ordinary vote of a member of a meeting, including the presiding officer, which is exercised in the same manner as any other member entitled to vote.

Financial year means the financial year of the Association as defined in the Constitution.

Good standing has the meaning given in Rule 13.

Instrument of Appointment means a written instrument issued by the President to appoint a member to a position under Rule 41.

Instrument of Delegation means a written instrument issued by the Committee under Rule 22 delegating a function, duty, or power of the Association.

Member means a member of the Association admitted in accordance with the Constitution.

Office-bearer means the President, Vice-President, Secretary, or Treasurer of the Association.

Position means a role created by the Committee and filled by the President under Rule 41.

Presiding officer means the person chairing a meeting in accordance with these Rules or the Constitution.

Rules means these Association Rules as adopted and amended from time to time.

Secretary means the Secretary of the Association elected or appointed under the Constitution.

Service means the NSW State Emergency Service.

Standing Orders means the procedural rules for meetings adopted by the Committee under Rule 29 and set out in Schedule 1.

Unit means a NSW SES Unit as recognised by the Service.

4. Breaches of Rules

- (1) If the Committee is satisfied that a Member has breached any Rule of the Association contained in this document, it may issue the member with a written breach notice.
- (2) A breach notice must –
 - a. specify the rule alleged to have been breached, and
 - b. outline the facts or conduct giving rise to the breach, and
 - c. state the action required to remedy the breach.
- (3) A member served with a breach notice has 7 days from the date of the notice to remedy the breach.
- (4) If the breach is remedied to the satisfaction of the Committee, no further action will be taken.
- (5) If a breach is not remedied within 7 days, or if a member receives 3 breach notices within a single financial year (as defined by the Constitution), the Committee may initiate disciplinary action under clause 10 of the Constitution.
- (6) For the purposes of clause 10(1)(b) of the Constitution, a failure to comply with these Rules includes a failure to remedy a breach notice issued under this Rule.

Note: This Rule is made in accordance with clause 32(2)(b) of the Constitution, which permits the Committee to specify reasonable and proportionate disciplinary action for breaches of these Rules.

Note: Rule 4 applies to all Rules of the Association, regardless of the Part in which they appear.

5. Interpretation of Constitution (Clause 11)

For the purposes of clause 11(1) of the Constitution, the reference to “clause 7” is to be read as reference to “clause 10”.

Part 2 – Members

6. Eligibility check

The Secretary must verify a person’s NSW SES membership, via:

- a. membership number, or
- b. confirmation from the relevant Unit Commander

before their application can be accepted.

7. Member conduct expectations

Members must at all times:

- a. uphold the values of the NSW SES and this Association, and
- b. treat other members with respect and courtesy, and
- c. not use the Association platforms (email, social media, meetings, etc) for political campaigning, personal business, or personal gain.

8. Confidentiality of Association information

(1) Members must not disclose Association information to any person outside the Association, except where authorised by the Committee or required by law.

(2) For the purposes of this Rule, Association information includes but is not limited to –

- a. minutes of meetings from closed sessions, and
- b. internal communications marked as “Confidential”, and
- c. personal contact details of other members

(3) Nothing in this Rule prevents the sharing or distribution of Association information among members of the Association for legitimate Association purposes.

9. Conflict of interest

(1) A member must declare any conflicts of interest when participating in Association meetings, activities, or decisions.

(2) A conflict of interest includes, but is not limited to –

- a. financial interest, or
- b. external roles, or
- c. family or close personal connections,

that may influence, or be perceived to influence, the member’s contribution to the Association.

- (3) A member who declares or is identified as having a conflict of interest must propose an appropriate remedy, such as abstaining from voting or stepping aside from discussion. The presiding officer may determine whether the proposed remedy is sufficient, and may direct additional steps if required to manage the conflict.

10. Membership applications

- (1) Applications must be completed using the Association's online application for or official form.
- (2) Applicants will be notified of acceptance within 14 days.

11. Eligibility for membership

- (1) To remain eligible for membership of the Association, a person must continue to be a member of the Service, either as a volunteer or as staff.
- (2) If a member ceases to be a member of the Service, they are no longer eligible to remain a member of the Association and Rule 17 applies.

12. Subscription fee

- (1) In accordance with clause 8(3) of the Constitution, the annual subscription fee for Paying Members shall be \$5.00.
- (2) If the Committee determines a different subscription fee under clause 8(3), the Committee must also amend sub-rule (1) accordingly, by resolution under clause 32 of the Constitution, and record the amendment in the minutes of the Committee meeting.

13. Failure to pay subscription

- (1) In accordance with clause 8(5) of the Constitution, a member who fails to pay their subscription fee by the due date will revert to Ordinary Member status.
- (2) Where the subscription remains unpaid for more than 60 days, the reversion to Ordinary Member status is automatic.
- (3) A member re-categorised under sub-rule (2) regains Paying Member status only upon full payment of the subscription fee.

14. Good standing

- (1) A member is in good standing if -
 - a. they are a current member of the Association under clause 4 of the Constitution, and
 - b. they are not suspended or subject to disciplinary action under clause 10 of the Constitution, and
 - c. where they are a Paying Member, their subscription fee is current in accordance with clause 8 of the Constitution.
- (2) Only members in good standing are eligible to -
 - a. vote at a general meeting, or
 - b. nominate for or hold office in the Association, or
 - c. represent the Association externally.

15. Dual membership / representation

- (1) A member of the Association may also be a member of another organisation or association, including but not limited to –
 - a. the NSW SES Volunteers Association (SESVA), or
 - b. unions such as the Fire Brigade Employee's Union (FBEU) or the Public Service Association of NSW (PSA), or
 - c. any other incorporated or unincorporated association,without affecting their membership of this Association.
- (2) Members must not claim to represent both associations simultaneously without the approval of the Committee.
- (3) A member must not hold a position as an office-bearer, area representative, or sub-committee member within the Association while also holding a position of equivalent responsibility in another organisation, unless approved by the Committee.
- (4) Holding a leadership position in another organisation (including associations, unions, or professional bodies) is taken to be a potential conflict of interest and must be declared in accordance with Rule 9.

16. Resignation procedure

- (1) Resigning members should notify the Secretary by email, and will be given an exit survey to provide feedback.
- (2) Upon receipt of a resignation, the Secretary must update the register of members to reflect the end date of the member within the Association.
- (3) A member is to be taken as formally resigned when the register of members has been amended.

17. Separation from the NSW SES

- (1) If a member ceases to be a member of the Service, they must inform the Secretary within 7 days.
- (2) The Secretary must undertake periodic reviews of the register of members to confirm ongoing eligibility under Rule 11 and clause 6 of the Constitution.
- (3) Where a member is found to no longer be a member of the Service, the Secretary must issue the member with a breach notice under Rule 4. If not remedied, the Committee may take action under clause 10 of the Constitution.

18. Suspension or expulsion

- (1) The Committee may suspend or expel a member in accordance with clause 10 of the Constitution.
- (2) For the purposes of clause 10(1)(b) of the Constitution, a failure to comply with a Rule made under clause 32 may be identified –
 - a. through a complaint made under clause 10(1), or

- b. through the issue of a breach notice under Rule 4.
- (3) A member who is suspended or expelled must not, for the period of suspension or thereafter (as applicable):
- a. hold or continue in any position as an office-bearer, area representative, or member of a sub-committee, and
 - b. represent the Association in any capacity,
- (4) A member who is suspended shall remain on the register of members but without any rights within the Association.

19. Representing the Association

- (1) Members may represent the Association at external forums, events or in dealings with the Service, government, or the general public only if authorised by the Committee.
- (2) Members must not, without prior written approval of the Committee –
- a. use the name “State Emergency Service Association of NSW” or “SESA” in connection with any public communication, forum, campaign, or event, or
 - b. create, manage, or operate any website, social media page, group, or communication channel that purports to represent the Association, or
 - c. use the Association’s logo or branding on official collateral, including letterhead, presentations, certificates, or other documents that imply an official act of the Association, or
 - d. design, produce, or distribute materials such as banners, clothing, signage, or other items bearing the Association’s logo, branding, or name, or
 - e. issue media statements, press releases, or public commentary on behalf of the Association.
- (3) The Committee may withdraw or revoke authorisation under this Rule at any time, for any reason or no reason, and is not required to provide an explanation to the member.

20. Member input to Committee

- (1) Members may submit proposals, motions, or issues to be tabled at the next Committee meeting by emailing the Secretary at least 7 days prior.
- (2) The Secretary must ensure submissions are circulated to the Committee before the meeting.

21. Association representing members

- (1) In accordance with clause 2(2)(c) of the Constitution, the Association may represent a member in their dealings with the Service, government, media, or general public.
- (2) Any request for representation must be made in writing to the Secretary.
- (3) The Committee shall determine each request on a case-by-case basis, having regard to –

- a. the best interests of the Association as a whole, and
 - b. the objects of the Association, and
 - c. potential conflicts of interest or risks.
- (4) No member may claim or imply Association representation unless the Committee has formally resolved to provide it.

Part 3 – Committee

22. Delegations

- (1) The Committee may, by Instrument of Delegation, delegate –
- a. an office-bearer, or
 - b. a member of the Committee, or
 - c. a sub-committee, or
 - d. an Area Representative, or
 - e. the Chair of an Area Representation Group, or
 - f. the Chair of a sub-committee, or
 - g. a position within the Association,
- any function or power of the Committee under these Rules or the Constitution.
- (2) The Committee may also, by Instrument of Delegation, delegate any function or duty of an office-bearer under these Rules or the Constitution to another office-bearer, Committee member, or position within the Association.
- (3) Despite sub-rule (1), the Committee must not delegate –
- a. the power to suspend or expel a member, or
 - b. the power to amend these Rules or the Constitution, or
 - c. the power to further delegate authority granted under an instrument of delegation.
- (4) An Instrument of Delegation must –
- a. specify the position or body to which the authority is delegated, and
 - b. set out the function or power being delegated, and
 - c. state any conditions or limitations on its exercise, and
 - d. indicate any reporting requirements, which may include reporting at each Committee meeting, annually, at the AGM, or not at all.
- (5) A person or body exercising delegated authority must comply with any conditions or limitations specified in the Instrument of Delegation.
- (6) A delegation under this Rule does not authorise the delegate to sub-delegate the delegated function or power.
- (7) A delegate may obtain assistance to carry out the delegated function, but remains solely responsible and accountable for the exercise of the delegation.
- (8) The Committee may revoke or amend any delegation at any time.

Note: This Rule is made in accordance with clause 32 of the Constitution, which permits the Committee to make rules for the proper management of the Association. Delegations to sub-committees may also be made under clause 23 of the Constitution. This Rule provides a general framework for all delegations made under the Constitution, including those to sub-committee

22A. Appointment to sub-committees

Appointments of members to sub-committees must be made by resolution of the Committee and recorded in the minutes.

22B. Terms of Reference for sub-committees and Area Representation Groups

- (1) Each sub-committee and Area Representation Group must operate under written Terms of Reference approved by resolution of the Committee.
- (2) Terms of Reference may specify membership, functions, reporting requirements, and delegations.
- (3) The Committee may amend or revoke Terms of Reference at any time by resolution.

23. Committee code of conduct

- (1) Committee members must act honestly, in good faith, and in the best interest of the Association as a whole.
- (2) Committee members must exercise reasonable care, diligence, and skill in carrying out their duties.
- (3) Committee members must not improperly use their position, or information obtained through their position, for personal advantage or to the detriment of the Association.

24. Induction of new Committee members

- (1) The Secretary must ensure that newly elected Committee members are provided with –
 - a. a copy of the Constitution and Rules, and
 - b. the Association's current strategic plan or priorities, and
 - c. any policies or delegations currently in force.
- (2) New Committee members must acknowledge in writing that they have received and read these documents.

25. Resignation and exit of Committee members

- (1) A Committee member may resign their office by giving written notice to the Secretary, or if the Secretary is resigning, to the President.
- (2) Upon resignation, removal, or the end of their term, a Committee member must return to the Secretary, or if the Secretary is resigning, to the President, within 14 days all records, files, equipment, or other property of the Association issued to them in connection with their Committee role.
- (3) This Rule does not require the return of general member merchandise or personal items obtained through ordinary membership of the Association.

26. Conflict of interest of Committee members

- (1) A Committee member who has a direct or indirect conflict of interest in a matter being considered at a Committee meeting must declare the conflict as soon as they become aware of it.
- (2) The declaration must be recorded in the minutes of the meeting.
- (3) A conflict of interest arises where a matter has direct impact on –
 - a. the member personally, or
 - b. the member's assigned Unit, or
 - c. a specific position held by the member within the Association.
- (4) A conflict of interest does not normally arise where a matter –
 - a. relates to a Zone, Cluster, Unit, Business Unit, or the Service as a whole, or
 - b. affects all members in the Association equally.
- (5) Where a conflict of interest under sub-rule (3) is declared, the Committee member must not –
 - a. be present during any deliberation of the matter, or
 - b. take part in any decision of the Committee on the matter,unless the Committee resolves otherwise.

27. Casual vacancies and interim delegation

- (1) Where a casual vacancy occurs in the office of an office-bearer, the Committee may, until the vacancy is filled under the Constitution, delegate the duties of that office to another office-bearer or Committee member.
- (2) Any interim delegation made under this Rule must be recorded in the minutes of the Committee meeting at which it is made.

Note: This Rule operates subject to clause 17(2) of the Constitution, which provides that an office-bearer may hold up to 2 offices, other than both the offices of President and Vice-President.

Part 4 – Meetings

28. Presiding officer

- (1) The President presides at general meetings and Committee meetings, or in their absence, the Vice-President.
- (2) If both are absent, the meeting must elect another Committee member to preside.
- (3) The presiding officer is responsible for maintaining order and ensuring these Rules and any standing orders are followed.

29. Conduct of members at meetings

- (1) Members must conduct themselves respectfully and not in a disruptive, offensive, or abusive manner during meetings.
- (2) The presiding officer has the authority to take disciplinary action necessary to maintain order, only for the duration of the meeting, including requiring a member to withdraw from the meeting.

Note: The detailed procedures for managing conduct at meetings are set out in Schedule 1 – Association’s Standing Orders

30. Minutes and availability

- (1) Minutes must be kept of all meetings of the Association, including general meetings, Committee meetings, sub-committee meetings, and Area Representation Group meetings.
- (2) Minutes must be made available to all members of the Association within a reasonable time after the meeting, via email, online platform, or other method approved by the Committee, unless declared confidential.
- (3) Despite sub-rule (2), the presiding officer may declare that particular items of business be recorded in confidential minutes where disclosure would be contrary to the best interest of the Association.

30A. Minutes of sub-committees and Area Representation Groups

- (1) Minutes of sub-committee meetings and Area Representation Group meetings may be kept in simplified form, recording:
 - a. the date and time of the meeting,
 - b. attendees and apologies, and
 - c. any recommendations to the Committee.
- (2) Procedural motions and formal resolutions are required only for meetings of the Committee and General Meetings (including the Annual General Meeting and Special General Meetings).

31. Standing orders

- (1) The Committee may adopt and from time to time amend standing orders, which are set out in Schedule 1, to regulate the conduct of all meetings of the Association.
- (2) All meetings of the Association must adhere to the standing orders adopted under this Rule.
- (3) Any adoption or amendment of the standing orders must be approved by resolution of the Committee and recorded in the minutes of the Committee meeting at which the resolution is made.

Note: Standing orders are procedural directions made by the Committee to regulate meetings. They must be consistent with the Constitution and these Rules, but may be amended by the Committee at any time. Standing orders are not Rules of the Association for the purposes of clause 32 of the

Constitution and are not subject to amendment or repeal by a special general meeting of members.

32. Voting at meetings

- (1) Except as otherwise provided in the Constitution, resolutions at meetings are determined by a simple majority of eligible votes cast.
- (2) Voting may be conducted –
 - a. by show of hands, or
 - b. by secret ballot, or
 - c. by an approved electronic voting platform.
- (3) A secret ballot must be held if required by the Constitution, directed by the presiding officer, or requested by at least three members present.
- (4) The presiding officer has a deliberative vote and, in the case of a tie, a casting vote unless the Constitution provides otherwise.

33. Online meetings

- (1) Meetings of the Association, including General Meetings, Committee meeting, sub-committee meetings, and Area Representation Group meetings, may be conducted in whole or in part by electronic means using platforms or systems approved by the Committee.
- (2) Members attending online are taken to be present for the purposes of quorum and voting.
- (3) Meetings may be recorded for the purposes of preparing or verifying minutes, in accordance with the Standing Orders.
- (4) Recordings are Association records and must be kept securely. Access is restricted to the Committee, unless the Committee approves wider access.
- (5) Once the minutes are confirmed, the recording must not be used for any other purpose without the approval of the Committee.

34. Motions on notice

- (1) A member of the Association may submit a motion on notice for consideration at any meeting of the Association in which they are entitled to participate and speak, including a General Meeting, Committee meeting, sub-committee meeting or Area Representation Group meeting.
- (2) A motion on notice must –
 - a. be in writing, and
 - b. identify the meeting at which it is to be considered, and
 - c. be signed by the member moving the motion, and
 - d. be lodged with the Secretary, or convener of the relevant meeting, within the prescribed timeframes.
- (3) The prescribed timeframes are –

- a. 21 days before the date of a General Meeting, and
- b. 7 days before the date of a Committee meeting or Area Representation Group meeting, and
- c. 3 days before the date of a sub-committee meeting,

unless otherwise determined by the presiding officer.

- (4) The Secretary, or meeting convener, must include all motions on notice received in accordance with this Rule in the agenda and circulate them with notice of the meeting.
- (5) A motion on notice cannot be amended at the meeting except with the consent of the mover and the majority of members present.
- (6) The presiding officer may rule a motion on notice out of order if it –
 - a. is inconsistent with the Constitution or these Rules, or
 - b. is defamatory, offensive, or unlawful, or
 - c. proposes expenditure or action beyond the Association's powers.

35.Procedural motions

- (1) Procedural motions may be moved and seconded during a meeting to regulate the order and conduct of business.
- (2) A procedural motion does not require debate and must be put to the meeting immediately, unless the presiding officer rules it out of order on the grounds that –
 - a. it is frivolous or vexatious,
 - b. it would deny members a reasonable opportunity to be heard, or
 - c. it is inconsistent with the Constitution, these Rules or the Standing Orders.
- (3) The presiding officer must give reasons for ruling a procedural motion out of order, and the ruling is final.
- (4) The only procedural motions that may be moved are –
 - a. that the minutes of the previous meeting be confirmed,
 - b. that the question be now put,
 - c. the debate on the matter be adjourned,
 - d. that the meeting move to the next item of business,
 - e. that the meeting be adjourned,
 - f. that a report circulated prior to the meeting be taken as read,
 - g. that a speaker be granted an extension of time,
 - h. that the order of business be varied, or
 - i. that a report presented at the meeting be adopted.
- (5) A report presented at the meeting must not be moved or seconded by the person who prepared or delivered the report.

Part 5 – Area representation

36.Role of Area Representatives

- (1) Area Representatives act as a conduit between members in their designated Unit, Cluster, Zone, or Business Unit and the Committee.
- (2) Area Representatives must –
 - a. communicate decisions and information from the Association to members in their area, and
 - b. gather feedback and issues from members in their area, and
 - c. present such feedback and issues to the Committee or relevant Area Representation Group.

37.Area Representation Group meetings

- (1) Area Representation Group meetings may be held in person, online, or in a hybrid form, as determined by the Chair of the Area Representation Group.
- (2) The Chair must ensure that accurate minutes of each meeting are kept and provided to the Secretary within 21 days.
- (3) The Chair must report to the Committee on the views and issues raised at meetings of the Area Representation Group.

38.Accountability

- (1) Area Representatives and Area Representation Groups operate subject to the authority of the Committee.
- (2) The Committee may issue directions to Area Representatives or Area Representation Groups, and those directions must be followed if they are consistent with the Constitution, these Rules, and the law.

Part 6 – Administration

39.Association records

- (1) The Secretary must ensure that accurate and up-to-date records are maintained of –
 - a. the Constitution and these Rules, and
 - b. minutes of all meetings, and
 - c. a register of members, and
 - d. correspondence, notices, and official documents.
- (2) Members may inspect Association records in accordance with the Constitution, subject to confidentiality provisions.
- (3) The Association must retain records, including minutes, correspondence, and financial records, for a minimum of 7 years, unless a longer period is required by law.

40. Branding and collateral

- (1) The Association's name, logo, and branding may only be used with the approval of the Committee.
- (2) Members may use the Association-branded office collateral (such as letterhead, notepads, or pens) in the ordinary course of Association activities.
- (3) Members must not produce or authorise banners, apparel, or other promotional material bearing the Association's name, logo, or branding without prior approval of the Committee.

41. Notices

- (1) Any notice required to be given to a member under the Constitution or these Rules may be given –
 - a. personally, or
 - b. by post to the member's address recorded in the register of members, or
 - c. by electronic means (such as email) to the member's address recorded in the register of members.
- (2) A notice is taken to be received –
 - a. if given personally, on the date it is delivered, or
 - b. if posted, three business days after posting, or
 - c. if sent electronically, on the date it is sent.

42. ICT systems

- (1) Only members authorised by the Committee may access the Association's ICT systems and applications.
- (2) Members granted access must not share or provide access to another person who is not authorised.
- (3) The Committee may amend or revoke a member's access to ICT systems at any time.

43. Email system

- (1) The Association shall provide an official email account to –
 - a. Committee members, and
 - b. sub-committee members, and
 - c. Chairs of Area Representation Groups, and
 - d. members appointed to a position within the Association by the Committee, and
 - e. any other person authorised by the Committee.
- (2) The Association's email system may be monitored by the Committee and accessed at any time if approved by the Committee.
- (3) Official email accounts must only be used for Association business.

- (4) The Committee may revoke or amend access to the Association's email system at any time and for any reason.

44. Positions

- (1) The Committee may create positions within the Association to support of the administration and operation of the Association.
- (2) Each position must have a written role description that includes –
 - a. key responsibilities, and
 - b. direct reports (if any), and
 - c. any delegations (if any), and
 - d. the reporting manager or officer.
- (3) A member may be appointed to a position only on the recommendation of the Committee. The Committee must make sure a recommendation by resolution. Upon such a resolution, the President shall appoint the member and issue an Instrument of Appointment.
- (4) Unless otherwise specified by the Committee, all positions expire at the conclusion of the Association's Annual General Meeting.
- (5) Positions must be re-advertised prior to each Annual General Meeting. Members holding a position may re-apply and may be re-appointed by the incoming President.
- (6) The President may specify in the Instrument of Appointment an earlier end date for a position.
- (7) The President may revoke an appointment to a position at any time by written notice.
- (8) The Committee may, by resolution, revoke an appointment to a position. A Special General Meeting of members may also revoke an appointment by resolution.

Note: Sub-rule (7) gives the President discretion to revoke appointments. Sub-rule (8) provides Committee and member oversight where required.

44A. Expression of interest for appointments

- (1) All appointments to a position within the Association, under Rule 44, or to a sub-committee, under Rule 22 or Clause 23 of the Constitution, must be made following an Expression of Interest process.
- (2) An Expression of Interest must –
 - a. be advertised to all members of the Association for a reasonable period,
 - b. set out the role description, responsibilities, and any eligibility requirements, and
 - c. specify the process for submitting and application.

- (3) The Committee will consider all expression of interests received and make recommendations by resolution, having regard to the skills, experience, and interests of applicants.
- (4) The President shall make appointments to positions under Rule 44 on the recommendation of the Committee. The Committee shall itself make appointments to sub-committees under Rule 22.
- (5) Where no suitable expression of interests are received, the Committee may extend or re-advertise the expression of interest process.
- (6) All appointments made following an expression of interest must be recorded in the minutes of the Committee meeting.

45. Notification of amended rules

- (1) Where the Committee amends the Rules in accordance with clause 32 of the Constitution, then the Committee must inform all members of the amended Rules within 14 days of the resolution.
- (2) Failure to notify members within 14 days does not affect the validity of the amended Rules. However, no member may be issued with a breach notice under Rule 4 for contravening an amended Rule until notice of the amendment has been given.

46. Memoranda and directives

- (1) The Committee may issue a memorandum to members of the Association.
- (2) A memorandum may be issued for the purposes of –
 - a. informing members of matters affecting the Association, or
 - b. giving effect to a resolution of the Committee, or
 - c. issuing a directive on behalf of the Committee where authorised under the Constitution or these Rules.
- (3) Members must comply with any directive contained in a memorandum issued under sub-rule (2)(b) or (2)(c).
- (4) Memoranda must be made available to members in writing or by electronic means.
- (5) All memoranda must be tabled at the next Committee meeting and recorded in the minutes.

47. Policies and procedures

- (1) The Committee may make, amend, or revoke policies and procedures for the management and operation of the Association.
- (2) Policies and procedures remain in effect until revoked by a memorandum, resolution of the Committee, or by a resolution of a Special General Meeting of members.
- (3) Policies and procedures must be consistent with the Constitution and these Rules.

Schedule 1 – Standing Orders

Part 1 – Preliminary

1. Application

- (1) These Standing Orders apply to all meetings of the Association, including –
 - a. General Meetings, and
 - b. Committee meetings, and
 - c. meetings of the sub-committee and Area Representation Groups.
- (2) These Standing Orders are to be read subject to the Constitution and the Rules of the Association.

2. Presiding officer

The presiding officer is responsible for the orderly conduct of the meeting in accordance with these Standing Orders.

3. Recording of meetings

- (1) Meetings, including closed sessions, are recorded by default for the purpose of preparing or verifying minutes.
- (2) The presiding officer may declare before a meeting or session that recording will not occur.
- (3) A member who does not wish to be recorded may withdraw from the meeting or session.
- (4) Recordings are not a substitute for minutes, which remain the official record of proceedings.

Part 2 – Order of business

4. Agenda

- (1) Meetings must follow the agenda issued by the Secretary, or meeting convener.
- (2) The order of business may be varied by resolution of the meeting or by the presiding officer if necessary for the efficient conduct of business.

5. Quorum

The presiding officer must confirm the presence of a quorum before proceeding to substantive business.

6. Postponement of business

- (1) The presiding officer may, on a motion moved, seconded, and carried by a majority of members present, postpone consideration of an agenda item until next ordinary meeting of the same body.
- (2) A motion to postpone must be put to the vote immediately without debate.

- (3) Business postponed under this Standing Order takes precedence at the next ordinary meeting after confirmation of minutes.

7. Deferral of business within a meeting

- (1) The presiding officer may, on a motion moved, seconded, and carried by a majority of members present, defer an agenda item until later in the same meeting.
- (2) A motion to defer must be put to the vote immediately without debate.
- (3) Deferred business is to be resumed at the time specified in the motion, or, if no time is specified, before the meeting proceeds to general business or closes.

8. Urgency motions

- (1) A member may move, with the consent of the presiding officer, that an agenda item be brought forward and considered earlier in the meeting on the grounds of urgency.
- (2) An urgency motion must be seconded and put to the vote immediately without debate.
- (3) If supported by a majority of the members present, the agenda item is taken in the order specified in the motion.
- (4) An urgency motion cannot be used to introduce new business not already included on the agenda.

9. Reports

- (1) Reports circulated in advance are taken as read and may be adopted without being read aloud.
- (2) Reports presented at the meeting must be moved and seconded by members other than the author of the report.
- (3) The presiding officer must call for questions or comments before putting the motion to adopt the report.
- (4) Where no questions are raised, the report may be adopted without debate.

Part 3 – Motions and debate

10. Motions

- (1) A motion must be moved and seconded before debate may begin.
- (2) Motions must be provided in writing if requested by the presiding officer.

11. Motions on notice

- (1) A motion on notice is taken to have been moved by the member who gave notice of it.

- (2) At the meeting, the presiding officer must call on the mover to speak to the motion.
- (3) No motion shall be debated or put to the vote unless it has been seconded. A motion not seconded shall lapse without further consideration.
- (4) Debate and voting on motions on notice must follow the procedures set out in these Standing Orders for substantive motions.

12. Motions without notice

- (1) A member may move a motion without notice during the item of General Business, or with the leave of the presiding officer at another point in the meeting.
- (2) A motion without notice must be moved and seconded before being debated or put to a vote.
- (3) Debate and voting on motions without notice must follow the procedures set out in these Standing Orders for substantive motions.
- (4) Discussion held during General Business that does not result in a motion or resolution is not recorded in detail in the minutes, except to note that discussion occurred.

13. Amendments

- (1) An amendment to a motion must be moved, seconded, and debated before being put to the vote.
- (2) Only one amendment may be considered at a time.

14. Debate procedure

- (1) After a motion is moved and seconded, the presiding officer must ask if any member wishes to speak against a motion.
- (2) If no member speaks against a motion, the presiding officer may put the motion to the vote without debate.
- (3) If any member speaks against a motion, the presiding officer may allow debate. Debate should generally alternate between speakers for and against.
- (4) The presiding officer has discretion to allow informal discussion instead of formal debate, provided members are given fair opportunity to be heard before a vote is taken.
- (5) The mover of the motion has a right of reply before the vote is taken.

15. Speaking

- (1) Members may speak only once to a motion, except –
 - a. the mover of the motion, who may reply, and
 - b. with leave of the presiding officer.

- (2) Debate must be confined to the subject of the motion or amendment under discussion.

16. Time limits

The presiding officer may set time limits for speeches to ensure fair participation.

17. Reports circulated in advance

- (1) Reports that have been circulated to members prior to the meeting are taken as read and may be adopted without being read aloud.
- (2) The presiding officer may invite the author of a report to speak briefly, or accept questions from members.
- (3) Where no questions are raised, the report may be adopted without debate.

18. General business

- (1) General business provides an opportunity for members to raise matters not otherwise listed on the agenda.
- (2) Discussion held under general business is not recorded in detail in the minutes, except where a resolution is passed.
- (3) A motion without notice may be moved during general business.
- (4) A motion without notice must be moved and seconded before being debated or put to a vote.
- (5) Debate and voting on motions without notice must follow the procedures set out in these Standing Orders for substantive motions.
- (6) Where no seconder is found, the motion lapses and no resolution is recorded.

Part 4 – Voting

19. Methods of voting

- (1) Voting may be conducted by –
 - a. a show of hands, or
 - b. electronic platform approved by the Committee, or
 - c. secret ballot, where directed by the presiding officer or resolved by the meeting.

20. Majority

Except where the Constitution provides otherwise, questions are decided by simple majority.

21. Casting vote

Where there is an equality of votes, the presiding officer may exercise a casting vote if permitted by the Constitution.

Part 5 – Conduct and discipline

22. Conduct of members

- (1) Members must conduct themselves respectfully and not act in a disruptive, offensive, or abusive manner.
- (2) Only one member may speak at a time. A member may speak only when they have been given the call by the presiding officer.
- (3) The presiding officer has priority in speaking and may interrupt to restore order or provide direction at any time.
- (4) The presiding officer may –
 - a. call a member to order, or
 - b. direct a member to withdraw offensive or inappropriate comments or remarks, or
 - c. direct a member to withdraw for a stated period, or
 - d. order the removal of a member from the meeting for the remainder of the sitting.

23. Closed sessions

The presiding officer may, with the approval of the meeting, direct that all or part of the meeting be held in closed session where confidential or sensitive matters are to be considered.

24. Public attendance

- (1) The presiding officer may permit or exclude non-members of the Association from attending meetings, subject to any directions of the Committee.
- (2) A member of the Association who is not a member of the meeting may attend only with the consent of the presiding officer or by invitation of the Committee.
- (3) A person permitted to attend under this standing order, does not have the right to speak or vote unless expressly authorised by the presiding officer.

Part 6 – Adjournment and termination

25. Adjournment

- (1) The presiding officer may adjourn a meeting where –
 - a. a quorum is not present, or
 - b. disorder prevents the meeting from continuing, or
 - c. with the consent of the meeting.

26. Early termination

The presiding officer may terminate a meeting early if circumstances make it impracticable to continue, provided the reasons are recorded in the minutes.