

# **International Association of Women Police**

## **Standing Orders**

### 1. Annual Meetings

The annual meeting of the members of the Association shall be held at such time and place as determined by the Board of Directors for the purpose of electing officers and/or for the transaction of business. Notice of the time, place and purpose of the annual meeting shall be served, by email and advertised on the IAWP website, not less than thirty (30) days prior to the meeting, on each member in good standing.

### 2. Emergency Meetings

Special meetings of the members, other than those regulated by statute, may be called at any time by the President or a Vice President or by two officers of the Board of Directors. The President or Secretary must call a meeting upon the written request of one-third of the members of the corporation. Notice of special meetings stating the time, place and purpose shall be served, by email to each member in good standing and advertised on the IAWP website and in the official publication, not less than thirty (30) days prior to the special meeting.

### 3. Rights of Members

Only those members with currently paid dues shall be considered members in good standing.

### 4. Quorum

4.1 At an annual meeting of members of the Association, the presence of twenty (20) of the members eligible to vote in person shall be necessary to constitute a quorum for all purposes except as otherwise provided.

4.2 The act of a majority of the members present at any meeting at which there is a quorum shall be the act of the full membership except as may be otherwise specifically provided by statute or by the Constitution.

4.3 If within half an hour from the time appointed for the holding of a meeting, a quorum is not present, then the meeting shall be dissolved, or the meeting shall be adjourned to such time and place as the Board of Directors shall determine. Notice of such adjourned meeting shall be given in the same manner as herein before provided for the meeting thus adjourned.

- 4.4 The accidental omission to give notice of a meeting to, or the non-receipt of such a notice by any person entitled to receive notice thereof, shall not invalidate any resolution passed or proceedings transacted at any meeting.

5. Chairperson

The President of the Association shall preside as Chairperson of every meeting. If the President is not present a Vice President shall preside. If no Vice President is present, a member of the Board of Directors present at the meeting may be selected by the officers present to preside thereat.

6. Order of Business

- 6.1 All items, including proposed motions for discussion, should be submitted in writing, with supporting papers, if possible, to the Secretary 14 days prior to the meeting.
- 6.2 An agenda shall be prepared by the President and Secretary and shall be available to members no less than 7 days in advance of the meeting.
- 6.3 All items on the agenda shall take precedence over all other business. Any member wishing to introduce business for the consideration of the meeting may do so under new business on the agenda, but must do so in writing with copies of supporting papers for each member of the meeting, if possible.
- 6.4 In the event of any matter of urgency, the Chairperson may accept a motion for the suspension of Standing Orders. The member moving such suspension must clearly state the nature and urgency of the business, and the length of time, not exceeding fifteen (15) minutes, they desire the suspension to last. No suspension shall take place except by a two-thirds majority vote of the members present. When Standing Orders are suspended then no minutes will be taken, but the time of such suspension and resumptions shall be clearly recorded by the Secretary of that meeting.

7. Voting

- 7.1 At any annual meeting a resolution put to the vote shall be decided on a show of hands. A declaration by the Chairperson of the meeting of the result and an entry in the minutes shall be conclusive evidence of the fact, without proof of the number or the proportion of the votes recorded in favor or against that resolution.
- 7.2 At every meeting of the members each active good standing member shall be entitled to vote in person except as otherwise provided. Each active member in good standing and Affiliate of the Association shall be entitled to one vote. Upon the demand of any member, the vote upon any question raised in the

meeting shall be by ballot, if passed by two-thirds majority of the members present and entitled to vote.

7.3 In the event of a tie vote, the Chairperson shall cast the deciding vote.

## 8. Minutes

8.1 Minutes will be recorded for all meetings.

8.2 The minutes of the previous meeting shall be circulated to members prior to the meeting. No motion or discussion shall be allowed on the minutes except in regard to accuracy.

8.3 After the confirmation of the minutes, the Chairperson and Secretary shall sign them and members shall then be at liberty to ask any questions in regards to matters arising out of them. Such questions shall be allowed for the purpose of information only, and no debate on the policy outlined in the minutes shall take place.

## 9. Selection of Speakers

All members wishing to speak on any matter will indicate such to the Chairperson. The Chairperson shall decide on the order and number of speakers on any matter under debate.

## 10. Chairperson's Ruling

10.1 If the Chairperson rises to call a member to order, or for any other purpose connected with the proceeding, the member speaking shall yield to the Chairperson. No other member shall speak until the Chair is resumed.

10.2 The ruling of the Chairperson on any question under Standing Orders, or on point of order or on explanation shall be final, unless challenged by not less than three (3) members and unless two-thirds of the members present vote to the contrary.

## 11. Interruptions

If any member interrupts another while addressing the meeting, or uses abusive or profane language, or causes disturbance at any of the meetings, and refuses to obey the Chairperson when called to order, they shall thereupon be expelled from the room and shall not be allowed to enter again until an apology, satisfactory to the meeting, has been given. No member shall leave the room without notifying the Chairperson or her designee, in order to maintain a quorum.

12. Speeches and Motions

12.1 No motion or amendment shall be spoken upon, except by the mover, until it has been seconded and read to the meeting.

12.2 A member shall not move or second more than one motion or amendment on the same subject.

12.3 If an amendment is carried it then displaces the original motion and becomes the substantive motion whereupon a further amendment may be moved. Whenever an amendment is under consideration, no second amendment shall be moved until the first has been disposed of.

12.4 Only the person proposing a motion may withdraw it. No motion or amendment after being seconded shall be withdrawn without the consent of the meeting.

12.5 The mover of an original motion shall not speak for more than five (5) minutes, and each succeeding speaker for more than three (3) minutes.

The Chairperson has discretion to allow an extension to this, but the time extension will be made known.

12.6 The person moving a debate shall have the right to reply at the end of the debate, regardless of any amendments. The mover of an amendment shall not have the right to reply. If, however, a "call for the vote" is moved and seconded, it will immediately be put to the meeting for vote. If carried, the discussion upon the original motion will cease without any right of reply by the mover, and the motion will proceed to the vote.

Should the "call for the vote" be defeated, it may not be so moved again for a period of fifteen (15) minutes. A "call for the vote" may only be moved by a member who has not already spoken on the matter under discussion.

12.7 When a member speaks, they must confine their observation to the matter under consideration, and shall address the Chairperson. A member shall not speak more than once on the same subject unless by permission of the Chairperson, except for a point of order or an explanation.

The mover of an original motion shall not introduce any irrelevant matter.

12.8 Any motion that is lost or declined cannot be brought back to the meeting for a minimum period of one year, subject to the discretion of the Chairperson. This does not disallow items properly remitted.

12.9 Any interest shall be declared. This should not stop the person debating or voting unless two-thirds of those present believe this is not compatible.

13. Board of Directors Meetings

- 13.1 Notice of all Board of Directors meetings shall be given to each member, by email and advertised in the Board Members Only section of the IAWP website, at least thirty (30) days before the meeting.
- 13.2 At all meetings of the Board of Directors, the President or a Vice President or in their absence a Chairperson chosen by the officers present shall preside.
- 13.3 At all meetings of the Board of Directors, one-third of elected officers shall be necessary and sufficient to constitute a quorum for the transaction of business. For voting purposes there shall be no less than one-third of elected officers present or who have given written proxy to another Board of Directors member who is present. No Board member shall be given or be represented by more than one proxy.
- 13.4 Only those members of the Board of Directors who were elected to office, those appointed to elected positions, and any Past President in attendance have a vote at the Board of Directors meeting. Appointed members of the Board of Directors shall have no vote, but they may make motions, and may speak to motions.
- 13.5 No person shall leave before the conclusion of a meeting without notifying the Chairperson or her designee.

14. Standing Committees

- 14.1 The meetings and proceedings of any standing committee shall be governed by the provision of the constitution and the Standing Orders.
- 14.2 Amendments to the Standing Orders may be made by two-thirds majority vote of Board of Directors voting members present at any meeting.

*Amended March 6, 2019*