

FOABG Committee Standing Orders

These Standing Orders are made in compliance with para 5 (i) of the FOABG Constitution. The Committee may agree to suspend these standing orders in the event of exceptional or unforeseen circumstances.

Committee meetings

1. All Committee meetings, Scheduled and Extraordinary, shall be held at a location physically accessible to all Committee members.
2. Scheduled Committee meetings shall normally take place approximately bi-monthly¹. The time, date and location of the next scheduled Committee meeting shall be agreed by the Committee members present at the previous meeting and minuted.
3. Committee Meetings shall not exceed a period of 3 hours.
4. If a Committee meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following Committee meeting.
5. Any member of the Group may attend a Committee meeting as an observer.
6. Committee decisions shall only be made at a properly called Committee meeting and all Committee decisions shall be properly minuted.

Committee Minutes

7. If a Committee decision is not minuted or any member of the Committee has not been sent the draft minute of that decision then it has not been made.
8. If a Committee member disputes the factual content of a draft Committee minute then they should inform the secretary in writing within 24 hours of receipt by email.
9. If a Committee member has made a factual objection to a minuted Committee decision then that decision shall be deemed not to have been made until the disputed Minute has been amended if necessary and approved by the Committee.

Extraordinary Committee meetings

10. An Extraordinary Committee meeting, to be held prior to the next scheduled Committee meeting, may be called by a simple majority of Committee members if required by exceptional or unforeseen circumstances.
11. The Secretary must be informed of the time, date, location and business of any Extraordinary Committee meeting with at least 48 hours notice to ensure that they are able to provide all Committee members with at least 24 hours notice of the Extraordinary meeting.

Additional Duties of Officers and Committee members²

All Committee Members

12. All Committee Members shall act in accordance with Committee decisions.

Chair

13. At each scheduled Committee meeting, the chair shall ensure that the Minutes of all previous Committee meetings (Scheduled and Extraordinary) have been amended if necessary and approved.
14. In the absence of the Secretary for any reason, the Chair shall undertake the duties of the Secretary with respect to calling Extraordinary Committee meetings as described elsewhere in these standing orders.

¹ Minimum of 3 per year according to Constitution

² Over and above those listed in the Constitution

Vice chair

15. The Committee may appoint a vice chair to act on behalf of the Chair in the Chair's absence or in case of resignation of the Chair.

Secretary

16. The Secretary shall ensure all Committee members are informed of the next scheduled Committee meeting with at least 3 days notice and that they are provided with an Agenda and draft Minutes of the previous meeting.
17. The Secretary should circulate draft Minutes of Committee meetings as soon as practicable following that meeting.
18. If the Secretary is informed by a Committee member of a factual objection to a draft minute they shall relay that objection to all Committee members as quickly as practicable.
19. The Secretary shall take reasonable steps to provide all Committee members with at least 24 hours notice of an Extraordinary Committee meeting and details of its business.
20. Before informing Committee members of an Extraordinary Committee meeting the Secretary shall satisfy themselves that the requisite number of Committee members has properly called the meeting.
21. In the event of the resignation of a Committee member the Secretary shall ensure that appointment of a replacement to the Committee is an agenda item at the next Committee meeting.
22. In the event of the resignation of an Officer, the Secretary shall ensure that a replacement for that post is an agenda item at the next Committee meeting.
23. In the event of the resignation of an Officer from the Committee the Secretary shall ensure that appointment of a replacement to the Committee is discussed by the Committee prior to discussion by the Committee of a replacement for the vacant post.

Appointment and Operation of Working Groups

24. The Committee may appoint Working Groups to consider and advise on particular issues or Projects.
25. The membership of Working Groups shall be open to all members of the Committee.
26. A Working Group shall not be delegated powers to make Committee decisions in general, but may be delegated to make decisions on behalf of the Committee within its pre-defined terms of reference.
27. One member of each Working Group shall be given the responsibility of informing all Committee members of meetings of that Working Group.
28. Each Working Group shall report its progress to the Committee as and when appropriate.
29. Any Group (FOABG) member may attend a Working Group meeting in an advisory capacity.

Agreed by Committee 24/11/14