

APPENDIX B

O5PBA STANDING COMMITTEES

Awards

The Awards Committee shall consist of the Chair, the Administrative Coordinator and members of the Board of Directors, the Staff and field volunteers as may be necessary.

The purpose of the Awards Committee shall be:

- To administer, monitor and review the C5PBA Awards program in Ontario.
- To make recommendation regarding changes to the C5PBA Awards Program
- To develop and recommend the implementation of supplementary Awards.

Fund Raising

The Fund Raising Committee shall consist of the Chair, the Accounting Administrator, the Program Assistant and additional members of the Board of Directors and field volunteers as deemed necessary.

The purpose of the Fund Raising Committee shall be:

- To monitor and recommend change existing fund raising programs of the corporation.
- To develop and recommend new fund raising initiatives.
- To provide training to volunteers within the corporation in the field of fund raising.
- To assist the Executive Director in developing marketing strategies for potential corporate sponsorship.

Human Resources

The Human Resources Committee shall consist of the Chair, the Executive Committee and the Executive Director.

The purpose of the Human Resources Committee shall be to monitor, review and recommend change in the corporation in the following areas:

Staff: Job descriptions, salaries, benefits, evaluation and training

Volunteers: Identification, recruitment, job descriptions, evaluation and training.

Membership

The Membership Committee shall be composed of the Chair, the member of the Provincial Office staff responsible for processing Membership, two members of the Board of Directors and may include volunteers from the field.

The purpose of the Membership Committee shall be:

- To review and make recommendations regarding solicitation of members.
- To review and make recommendations regarding the membership status and requirements of Zone and decentralized Associations.
- To review the activities of new Decentralized Associations during the probationary period and make recommendations regarding their status.
- To develop and present to O5PBA effective methods of recruiting members.

Publicity

The Publicity Committee shall consist of the Chair, the Executive Director and members of the Board, Staff and field who have a demonstrated knowledge of publicity.

The purpose of the Publicity Committee shall be:

- To assist the Board of Directors in the creation and maintenance of a positive public image of the sport.
- To promote, through the various media: print, radio and television, the sport of 5 pin bowling and the achievements of members of O5PBA.
- To assist Zone and Decentralized Association Publicity Chairs in promotion of the sport in the local community.

Record Scores

The Record Scores Committee shall consist of the Chair, the Administrative Coordinator and the Program Coordinator.

The purpose of the Record Scores Committee shall be:

- To administer the Record Scores Program of the C5PBA in Ontario.
- To prepare an annual report, based on submission from the Zones and publish same at the Semi Annual Meeting.
- To maintain, update and publish all-time Record Scores.
- To develop, maintain and revise methods for recognition of Record Scores.

Senior Citizens/Handicapped

The Senior Citizens/ Handicapped Committee shall consist of the Chair, the Executive Director and other members of the Board and Staff at the discretion of the Chair.

The purpose of the Senior Citizens/ Handicapped Committee shall be:

- To encourage and support participation by senior citizens and disabled.
- To develop and recommend methods to remove barriers to participation.
- To develop and recommend additional programs for special needs groups and individuals.

Tournament Committee

The Tournament Committee shall consist of the Tournament Director, the Assistant Tournament Director, the Executive Director, the Program Coordinator, and additional members of the Board of Directors, Provincial Staff and field volunteers.

The purpose of the Tournament Committee shall be:

- To review all tournament events and recommend changes.
- To review all rules pertaining to tournament events and recommend changes.
- To develop new tournaments as may be necessary.
- To establish a working committee for each provincial championship.

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APPENDIX C

RULES OF ORDER

A. GENERAL MOTIONS

The Rules of Order in this section relate only to what can or must be done to "motions":

A "motion" is a proposed action and may be made verbally by any party having the right to vote at the meeting. The party making the proposal is called the "mover" of the motion. Once a motion is made it requires another party to "second" the motion or proposal before the motion or proposal may be discussed by the meeting.

A "second" is another party having the right to vote who agrees the proposal should be discussed, and therefore "seconds the motion".

- a "seconder" need not be in favour of the proposal; only that it should be discussed.

- if a motion does not receive a "second", the motion falls, and may not be discussed.

"Amend the motion" changes the motion on the floor and may be made by any voter. The motion must be seconded. The chair must ensure that an amendment to a motion only changes a part of the original motion, and does not reverse or contradict the original motion. If an amendment to a motion is seconded, the chair will call a vote on the "amendment" first, and then call the vote on the original motion.

"Withdraw the motion" takes the motion being discussed out of the discussion, or lifts the motion from discussion. Such motion may only be made by the original "mover" of the motion, and must be seconded by the original seconder.

"Approved" or "Carried" indicates that a motion has received by vote, approval of the majority of the voters at the meeting. The Chair announces that a motion is "approved" or "carried", after determining the votes in favour, or the votes opposed to the motion.

"Defeated" or "Lost" indicates that a motion has not received approval of the majority of votes cast. A vote which ends in a tie, and if the Chair does not have the right to vote, is "lost". (In O5PBA, the chair has a casting vote in the event of a tie) A motion which is defeated, may not be proposed at the same meeting again, even if in a differently worded motion, unless every voter present agrees to "reconsider" the original motion.

"Call" or "Put" the question, is a motion from a voter requesting the Chair to call or hold the vote on the motion under discussion, immediately. This motion stops discussion - and therefore although the Chair is required to call or put the motion, if a voter disagrees, the voter may demand that the Chair take an immediate vote to decide if the original motion should be voted on forthwith. If the majority decides to uphold the Chair and proceed to vote on the original motion, even if a voter has more to say, or wishes to address a particular motion again, discussion is closed and the motion is voted on immediately.

"State the Question" is a request of the Chair to have the motion being discussed, repeated as moved and seconded, prior to having the vote called. In most circumstances, the Chair should "state the question" immediately prior to the vote in any event, but in some instances the motion or question needs to be repeated so the voters can clarify or consider an amendment to the motion.

B. MOTIONS OF PROCEDURE AND/OR ORDER AT A MEETING:

"adjourn" is a motion which does not require a seconder, and requires the chair to call a vote forthwith, and without any discussion. The motion stops a meeting if approved.

"approve the agenda" is a motion requesting the meeting to approve an order of business, and is usually called by the Chair immediately after the meeting commences. If the Chair does not call the motion, any voter may request that the order of business be set, requiring the Chair to call or state the order of business.

"committee of the whole" is a request of the meeting to discuss a report or recommendations from a committee or some other body, with that committee or body. That is, if a committee makes a report, only the recommendations of the committee are discussed. A voter wishing to discuss how the committee arrived at the recommendation, or what business was discussed by the committee to arrive at the recommendation, may request a meeting to move into "committee of the whole" and thereby act as the

committee. When a meeting has been in "committee of the whole" before adjourning committee of the whole, a recommendation to the original meeting should be agreed upon.

"*postpone*" is a motion, requiring a seconder, asking that a matter scheduled for discussion or a motion moved and seconded and about to be discussed, be put off to another time. The motion should state the specific time or meeting to which a matter is to be postponed.

"*receive*" is a motion requiring a seconder, made to acknowledge that a report or recommendation has been presented to a meeting. It does not approve the report or information, but records in the minutes that the meeting received the report or information. This motion is usually made when a lengthy report is presented, and the voters have not had time to review the information. In such instance, after the report is received, it is usually scheduled for consideration at a certain time in the agenda, or to a specific meeting.

"*refer*" is a motion requiring a seconder, which sends a report or information to a specific committee or body to consider and make recommendation(s). It is also used in many instances, when a committee presents a report which the voters feel is incomplete. In such instance this motion is "to refer back" to the committee or body presenting the report in the first place.

"*table*" is a motion made to delay or postpone a matter or motion until some other action occurs. That is, a report may be presented, and a voter has indicated great interest in the matter; the report may be tabled until that voter is present. This motion is probably the most misused motion in any Rules of Order as it is used to delay discussion or action indefinitely. To be properly used, the motion should state specifically what should occur before the matter is discussed, and upon the action or other matter happening, the motion requires the report or matter tabled, to be brought before the meeting for action.

C. QUESTIONS OF PRIVILEGE

These motions are special motions which do not require a seconder. In effect, they are motions requiring the Chair, or the meeting, to do some act immediately.

"Appeal the Chair" is a motion which can be made by any voter, when the Chair has made and announced a decision with which the voter does not agree. When the motion is made, "what" is being appealed must be stated, and the Chair is required to immediately have all the voters vote on whether the Chair was right, or proper, or carrying out the wishes of the majority of the voters.

"Request for a Ballot" is a motion made by any voter, and which the Chair must accede, and request a ballot vote be held on the motion being voted on.

"Appoint a Chair" is a motion made in the occasional event when the scheduled chair, or alternate chair is unavoidably detained or absent, and the majority, and therefore a quorum of voters is at the scheduled meeting location at the specified time.

All voters present select from among themselves a chair to conduct the meeting, and proceed with the business of the meeting. Upon the scheduled Chair arriving, it is usual for the "temporary" chair to relinquish the chair to the scheduled chair.

"Point of Order" is a peremptory motion made to draw the attention of the Chair or the meeting, to a matter or situation in relation to the order or procedures of business being incorrect.

For example, if a motion has had a mover and seconder to amend the motion, and the original motion is called before the amended motion, then any voter on a "point of order" may call the attention of the Chair or meeting to the incorrect procedure and have it corrected.

"Point of Privilege" is used by any voter for special circumstances to allow the regular business to be interrupted or changed. It is often used to correct conditions in a meeting room; that is when outside noise intrudes and a voter wishes a door closed; or if a speaker cannot be heard, the motion can be made to either have the speaker speak up, etc.

In other situations, a voter may have to leave a meeting at a certain time and wishes to address a matter on the agenda but scheduled much later. In that circumstance, the motion is made to the Chair, who may allow the voter to address the question out of order prior to leaving, or may allow the person requesting the privilege to address the meeting out of order. Similarly, it requires a point of privilege to let a party who is not a voter to address or speak at a meeting.

"Poll" is a request to have the voters indicate their vote, other than by simply stating yes or no. Usually the request results in the Chair requiring voters to raise their hand to indicate their vote. However, any voter may require the Poll and does so by requesting the Poll be held.

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