

## Special Meeting Notice of rule change proposal re Rule 13 Branch Meetings

Federal Council members have approved the following rule change and Federal Executive has authorised that a Special Meeting of the Institute be held on 27<sup>th</sup> February for members to consider the proposed change.

The proposal is as follows:

“That the existing rule 13 be deleted and replaced with the following:

### **13 - BRANCH MEETINGS**

- (i) Branch, General and Special Meetings shall be held at the registered offices prescribed in Rule 12 unless the Branch Executive determines otherwise, giving the members of the branch at least 7 days notice of any change in venue.
- (ii) The Monthly Meeting of each Branch of the Institute shall commence between 0900 & 1200 on the last Tuesday of each calendar month or on such other day as may from time to time be decided upon by the Federal Executive.
- (iii) All Seagoing Members are encouraged, whenever possible to attend the Branch Meeting in the port where they are being held.
- (iv) All Members attending Monthly Meetings shall sign the attendance book and clearly indicate therein the Branch to which they belong, their financial standing as Institute Members and the vessel on which they are then serving. In the case of members attending via electronic communications, the Secretary shall ensure that the names of these members are entered into the attendance book. All names entered in the attendance book shall be transferred onto the minutes of the meeting as the official record of attendance.
- (v) The quorum for a Monthly Meeting shall be seven (7) financial members, which can include Life Members.
- (vi) The Branch President shall chair the meeting, however in the absence of the Branch President the meeting shall elect another member to chair the meeting. The Branch Secretary shall take the minutes of the meeting, however in the absence of the Branch Secretary the meeting shall elect another member to act as the Secretary who shall take the minutes of the meeting. The President and Secretary of such meeting can be an honorary member and need not be a financial member, but the requirement of the quorum remains as per 13 (v).
- (vii) The voting at Monthly Meetings shall be by show of hands unless a division is called for.
- (viii) All financial Members of the Institute shall have the right to speak, take part in and vote upon any question at any meeting of a Branch.
- (ix) Any resolution affecting members of the Institute generally shall not be effective unless confirmed by a majority of the Branches of the Institute.
- (x) Five (5) per centum of the financial Members of a Branch may apply in writing to the Branch Secretary for a plebiscite vote of the members of the Branch to be taken on any

question concerning the control of the Branch Executive. The application shall state the nature of the dissatisfaction with the Branch Executive.

- (xi) A plebiscite vote under rule 13 (ix) shall be taken within a period of three (3) months after the receipt of the application by the Branch Secretary. The Branch Secretary shall select a Returning Officer who shall not be eligible for membership of the Institute or an employee of the Institute. The Returning Officer shall submit the question(s) for determination by the financial Members of the Branch in accordance Rule 33 D.