



STANDING ORDERS FOR THE EXECUTIVE COMMITTEE

1. SCOPE OF THE COMMITTEE

- 1.1 All matters delegated by the Association Council.
- 1.2 To act on behalf of the Association Council between Council Meetings.
- 1.3 To report and make recommendations to the Association Council.
- 1.4 To take appropriate action on behalf of the Council in the best interests of the Association and its aims and objectives.

2. MEMBERSHIP

- 2.1 There will be a maximum of eight members comprising the following:
 - a. National Chairman
 - b. National Vice Chairman (Committee Chairman)
 - c. National Secretary
 - d. National Treasurer
 - e. Assistant National Secretary (Committee Secretary)
 - f. Three members elected by the Association Council to serve for one year, but eligible for re-election.
- 2.2 The various National Leadership and Development Forum Secretaries will be members of the Committee for the periods outlined in the Association's Forum Pack – and will have no voting rights.
- 2.3 The Editor, HCA Publications, will attend the Executive Committee as and when required and will not have voting rights.
- 2.4 The immediate Past Chairman, will attend the Executive Committee and will have no voting rights.
- 2.5 In normal circumstances, a member of Council must have served one year on Council before being eligible for election onto this Committee.

3. QUORUM

- 3.1 The quorum for any Executive Committee meeting will be five voting members.

4. FREQUENCY OF MEETINGS

- 4.1 The Committee will normally meet on three/four occasions each Association year.

5. ORDER OF BUSINESS

- 5.1 An agenda will be prepared by the National Secretary and agreed with the Committee Chairman before circulation to all members 14 days before the next scheduled meeting.

6 MINUTES

- 6.1 Copies of the draft minutes will be approved by the Chairman of the Committee prior to circulation as unconfirmed minutes to Executive Committee Members, Branch Council Representatives and Branch Secretaries no later than 28 days after the date of the Executive Committee Meeting.

7. CHAIRMAN'S RULING

- 7.1 The ruling of the Chairman of the meeting on any question shall be final unless challenged by not less than four members and two thirds of the members present must vote in support of the challenge.

8. VOTING

- 8.1 Voting on any motion will be by a show of hands or ballot paper where appropriate.
- 8.2 The Chairman or other person presiding at any meeting of the Committee will, in the event of voting on any issue being tied, have a second or casting vote.

9. SELECTION OF SPEAKERS

- 9.1 All members of the Committee will address the Chairperson as "Chairman or Madam Chairman".
- 9.2 The Chairman must always indicate the order in which members may address the Committee.

10. INTERRUPTIONS

- 10.1 If any member interrupts the speaker; uses abusive language; causes a disturbance or refuses to obey the Chairman when called to order he/she shall be named by the Chairman. The member will be expelled from the meeting and not allowed to enter again until a satisfactory apology has been given. No member should leave the meeting before its conclusion without the permission of the chairman.

Approved National Council 11th July 2017