



Appendix 11

RSA Board Meetings – Unique Procedural Rules

Regina Soccer Association

Board Meetings – Unique Procedural Rules

- 1 Meetings are run through the chair.

If you wish to speak you should raise your hand and wait to be acknowledged by the chair. You are requested to keep your point relevant and it would be appreciated if you could refrain from going back to the same point several times.

- 2 Although it does happen, it would be preferable if conversations were not carried on over the table and not through the chair, keeping the meeting orderly.

- 3 The RSA has implemented a '2 month rule'.

This is where when an issue has been discussed and a motion passed that that same issue cannot be re-addressed at the next board meeting. There is a two month 'cooling off' period to avoid decisions being overturned time and again and so that the same issues are not always coming up at each meeting.

- 4 If you wish an item to be included on the agenda, the background information and any motions should be sent to the office two weeks prior to the next scheduled meeting.

This is in order that the information can be sent to all board members and they then have time to read through it, bringing an informed opinion to the table from their clubs.

Motions brought forward at the board meeting are subject to a two-thirds majority of the board agreeing to discuss the issue before it can go ahead.

- 5 It goes without saying, and you have signed a Non-Disclosure Agreement to this effect, that no confidential information discussed during an in camera part of a board meeting may be passed to the general membership or public without the express permission of the board and Executive Committee.

- 6 If copies of documents or items containing a lot of information are required from the office you are asked to put your request in writing and allow at least a week for a reply.

Information is not always to hand and the office staff has day to day priorities to fulfil. Your request will always be answer as soon as is possible and in a timely manner.