



MEETINGS PROTOCOL

Members should not speak over another member (i.e. only one at a time please, no interruptions!). All expressions of opinion / comment / discussion etc **must** be through the Chair.

All proposals / votes **must** be through the Chair and be 'seconded'

Amendments will be tabled first, with a 'Proposal,' '**Seconded,**' and a vote taken. If the vote is inconclusive or the motion fails to get the required support a vote will then be taken on the original proposal.

The Chair reserves the right to hold the casting vote.

Regardless of the number of representatives present at the meeting a scheme provider will have only one vote in respect of any proposal / amendment.

The Chair may at his / her discretion advise the Secretary / Recorder that a minute be struck from the records during the course of the same meeting.

Any items for the agenda must be notified to the Chair at least 14 days before the date of the meeting with a brief overview of the issue to be raised and an estimation of the time required.

It shall be at the discretion of the Chair to prioritise the agenda.

Ordinary meetings are open to all Addapt members, but each organisation is asked to send no more than two representatives.

Any challenges to the minutes should be made in the appropriate manner e.g. at the next meeting and during the process of adopting the minutes as true record (or otherwise). If a quorum of delegates are present from the meeting in question the minutes may be amended in accordance with their wishes to reflect the discussion or outcome as a proper record.