

CONSTITUTION



Building a Safe Community

THE HONEYDEW COMMUNITY POLICE FORUM

MAY 2001

VISION:

The primary objective shall be to promote a partnership between the community and the local police and to create an environment that will promote effective local policing that is user friendly, and to recommend to the South African Police Service measures for accomplishing these aims.

MISSION:

To ensure the safety of all people in the Honeydew Police Station area of jurisdiction through community involvement and the rendering of professional services.

CONSTITUTION

1. AUTHORITY AND NAME

- 1.1 This Forum is established in the terms of Article 215 of the Constitution of the Republic of South Africa and Chapter 7 Articles 18, 19, 20, 21, 22, 23 of Act No. 68 of 1995 of the South African Police Services, provision is made for establishing a Community Police Forum to serve the community within the boundaries of the Honeydew policing jurisdiction.
- 1.2 The name of the Forum shall be the Honeydew Community Police Forum (hereinafter referred to as “The Forum”).

2. LEGAL PERSONALITY AND POWERS

- 2.1 The Forum shall be a body corporate with perpetual succession unaffected by the change in the membership, and shall be capable of suing and being sued in its own name.
- 2.2 The Forum may own, purchase, sell, lease, mortgage, pledge or in any other way alienate or deal with both movable or immovable property, for the purpose of fulfilling the aims and objectives of the Forum, and perform all such legal activities authorized by this constitution.
- 2.3 All monies received and collected in the name of the Forum shall vest in the Forum itself.

3. POLITICAL AFFILIATION

The Forum shall in every respect be non-political, non-racial, non-sectorial and neutral in nature and without prejudice to gender or religion.

4. BOUNDARIES

The boundaries of, and the area of jurisdiction of the Forum shall be:

Aambot	Aanwins	Allensnek
Alsef	Amarosa	Boskruin
Bromhof	Brushwood	Bushill
Constantia Kloof	Glen Disen	Golden Harvest
Havenhill	Honeydew	Hunters Hill
Kimbult	Little Falls	Northriding
Northwold	Panorama	Poortview
Radiokop	Randpark Ridge	Ruimsig
Sonnedal	Sonneglans	Strubens Valley

Strydom Park

Sundowner

Tresjolie

Weltevreden Park

Wilgeheuwel

Zandspruit

Zonnehoeve

5. AUTONOMY

- 5.1 The Forum shall be an autonomous body free to formulate and adopt its own rules and regulations and free to govern itself provided no conflict with its purpose nor with the provisions of an act government exists.
- 5.2 Notwithstanding the provisions of Clause 5.1, the Forum may, in the person of the Executive Committee, form affiliations with neighbouring or similar bodies for reasons of expedience in negotiations where the same or similar aims are being pursued, and for such periods as they deem fit.

6. ADDRESS

The postal address of the Forum shall be

P O Box 2549
Honeydew
2040

7. AIMS AND OBJECTIVES

- 7.1 To monitor and evaluate policing and the service thereof within the community and to recommend measures for possible improvement.
- 7.2 To assess the needs of the community and to establish and recommend priorities.
- 7.3 To orchestrate broad spectrum involvement within the community in safety, security and crime prevention.
- 7.4 To understand the circumstances and constrains or otherwise that the Honeydew SAPS are working under and to endeavour to orchestrate or influence measures in their favour.
- 7.5 To be representative of the community and at the same time act in liaison between the two bodies.

- 7.6 Be committed to effect favourable community perspectives of the SAPS in Honeydew in particular and of the SAPS in general, and to establish mechanisms for communication between the community and the local police.
- 7.7 To initiate and motivate improvement and change and to pursue whichever avenues are legally available towards achieving this end.
- 7.8 To oppose by any means legally available any development that is in opposition with the vested interests of the community.
- 7.9 To promote adherence to high moral values and to encourage the formulation of policies based on high moral values and principals which will lead to peace and security, and to oppose any practice or law which tends to undermine these values, institutions or practices.
- 7.10 To encourage understanding, compassion, respect, consideration and single minded unity in purpose amongst our entire community.

8. POLICY

The policy making body shall be the members of the Forum represented by The Executive Committee elected by the members, subject to the provisions of this constitution, approved by the Forum.

9. ORGANISATION

The Executive Committee consisting of 14 members shall have vested in it the management and administration of the Forum and it shall be responsible for the fulfillment or implementation of the aims and objectives of the Forum.

10. THE EXECUTIVE COMMITTEE

- 10.1 The Executive Committee shall comprise of the following officials:

The Chairperson
 The Deputy Chairperson
 The Secretary
 The Treasurer
 The Community Liaison Officer
 The Station Commissioner and three additional rotating South African Police Service members nominated by that office
 Plus five additional members
 Not all the positions need be filled at the Annual General Meeting

- 10.2 The members of the Executive Committee shall be elected annually from amongst the members of the Forum sitting as an electoral college at the Annual General Meeting.
- 10.3 The Executive Committee shall at their first meeting after the election, in terms of Clause 10.2 above, elect from amongst their number the positions in terms of Clause 10.1 above.
- 10.4 The Station Commissioner or a person nominated by that office and the three rotating South African Police Service members shall serve on the Executive Committee.

- 10.5 The position of Community Liaison Officer of the Executive Committee shall be filled by the person who holds that office for the Forum, in statu quo toto.
- 10.6 The appointment of Community Liaison Officer will be made by the Executive Committee.
- 10.7 The Executive Committee may from time to time elect from amongst the members of the Forum, additional persons to run specific functions tasked to them. Such “co-opted” members will have no voting powers on the Executive Committee and will remain on the Executive Committee only for the duration of the function. Such co-opted members need not represent any organization.
- 10.8 Not all five additional Executive Committee Member positions need necessarily be filled at the Annual General Meeting and any such positions left vacant shall remain so until the next Annual General Meeting in terms of Clause 10.2 above.

11. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

- 11.1 The Executive Committee shall meet at least once each month to conduct the business of the Forum.
- 11.2 The quorum at meetings of the Executive Committee shall be seven members consisting of at least either the Chairperson, or the Deputy Chairperson, and the Station Commander or his substitute and five other members which may not include co-opted members, subject to the provisions of Clause 11.3.
- 11.3 Should both the Chairperson and Deputy Chairperson be absent from any meeting of the Forum the meeting will for the purpose of that meeting appoint a chairperson from amongst the Members present, provided there is a quorum.
- 11.4 The Executive Committee shall, subject to the provisions of the constitution, also have the power.
 - 11.4.1 to appoint from time to time, Committees as it may deem fit.
 - 11.4.2 to institute or defend legal proceedings by or against the Forum, as the case may be.
 - 11.4.3 to open and operate banking accounts in the name of the Forum.
 - 11.4.4 to delegate any duty or power through any person or organ of the Forum in the interest of the Forum.
 - 11.4.5 to promulgate regulations and by-laws relating to any matter reasonably ancillary to the Constitution which it considers necessary to achieve the aims and further the objectives of the Forum. These by-laws may determine and assign functions, duties and authority.
 - 11.4.6 to co-opt members where vacancies occur from time to time.
 - 11.4.7 a member appointed to fill a vacancy in terms of clause 11.4.6 shall hold office for the unexpired portion of the office of his predecessor.

- 11.5. The secretary shall if so directed by the chairperson or on written petition from three Executive Committee members convene a meeting of the Executive Committee.
- 11.6 The Executive Committee shall,
- 11.6.1 cause minutes of all its meetings to be entered in a book provided for that purpose.
- 11.6.2 record the names of the members present, apologies, resolutions and proceedings of all meetings of the Forum.
- 11.7 The Executive Committee shall deal with all disputes and all matters affecting the Forum, its decisions shall be final and binding on all of the members. It shall be entitled to institute and conduct, defend, compound or abandon any legal proceedings by or against the Forum.
- 11.8 The Executive Committee shall, save as hereinwith otherwise provided for, do any act, matter or thing which might, or could lawfully be done by Forum members.
- 11.9 The Forum acting through the Executive Committee, shall have the power to donate and/or loan money on such terms as it sees fit, to any company, corporate body (whether incorporated or not) or other voluntary association, having the same or similar objects to those of the Forum. Any such donation or loan shall be subject to the approval of 75% (seventy five per cent) of the quorum at a duly constituted meeting of the Executive Committee.
12. FINANCE
- 12.1 The Executive Committee shall regulate, manage and control the finances of the Forum.
- 12.2 Individual members shall have no claim on the funds of the Forum.
- 12.3 The funds of the Forum shall be applied to the payment of expenses, the acquisition of property and other purchases as directed by the Executive Committee in accordance with Forum policy, subject to the provisions of the Constitution.
- 12.3.1 No expenditure shall be met from the funds of the Forum other than by a resolution taken by a properly constituted meeting of the relevant section of the Forum bearing responsibility for those funds.
- 12.3.2 Expenditure incurred by members without proper authorization shall not be reimbursed by the Forum.
- 12.4 An audited balance sheet and an income and expenditure statement in respect of each year shall be prepared and true and correct copies thereof shall be made available at the Forum's head office for inspection by members.
- 12.4.1 The auditor shall not be a member of any Forum Committee.
- 12.5 The Executive Committee shall be empowered, from time to time, to conduct fund raising campaigns on such terms and for such purpose as the Executive Committee may in its discretion decide.

- 12.6 The end of the Forum financial year shall be 31 March of each year.
- 12.7 Power of attorney, deeds, contracts, bills of exchange, cheques and all such other documents that may have to be authorized shall be signed by at least two of three signatories appointed from amongst the members of the Executive Committee.
- 12.8 The bankers of the Forum shall be Nedbank Randpark and Standard Bank Northcliff, and both a savings and current account shall be held in the name of the Forum.
- 12.9 The Forum shall not negotiate for, nor go into overdraft and shall not enter into debt of any kind in the name of the Forum, nor spend funds it does not have.

13. GENERAL MEETINGS

- 13.1 An Annual General Meeting shall be held at least once in every calendar year, as soon as possible but not later than ninety days after the close of the financial year, and at such time and place as may be determined by the Executive Committee.
- 13.2 Not less than 14 days written notice shall have been given to all members in good standing of meetings of the Forum, giving the notice, date, time, place and purpose of such meetings.
 - 13.2.1 Fourteen days notice inviting submission of notice of motion from members must also be given.
 - 13.2.2 All notices of motion must be in the hands of the secretary at least seven days before the General Meeting. Late submissions will not be tabled.
 - 13.2.3 Nominations for the positions on the Executive Committee duly dated, signed and seconded must be in the hands of the secretary at least seven days before the Annual General Meeting.
- 13.3 The business of the Annual General Meeting shall be to accept apologies, receive and consider the report of the Executive Committee, to receive and consider the balance sheet, to consider motions submitted, to elect the members of the Executive Committee to consider the general business of the Forum.
- 13.4 A quorum for the Annual General Meeting shall be not less than ten members in good standing, at least four of which must be Members of the Executive Committee.
- 13.5 Voting shall be by show of hands but the Chairperson may call a secret ballot.
 - 13.5.1 In every instance of equality of votes the Chairperson shall have a casting vote, except when the election of the Executive Committee takes place.
 - 13.5.2 Should more nominations be received than the number of seats available on the Executive, voting will proceed by show of hands for each position and the votes will be counted and recorded against each name. The nominee with the least number of votes will be eliminated.

13.5.3 Should the nominees with the least votes in their favour have the same number of votes, a second vote for those will be taken. Should the vote again be tied the position will be given by lot.

13.5.4 Only Members may vote at General Meetings.

13.6. Relevant local bodies and SAPS staff and additional SAPS staff not included in 13.8 may, at their request, be forwarded Minutes of the Meeting and may, at their request be invited to General Meetings, but may not vote.

13.7 The Executive Committee may invite bodies or persons to attend Meetings and to speak thereat.

13.8 The membership to the Community Police Forum by members of the SAPS shall be four members including the Station Commissioner and three other members of the Police Service that he may appoint.

13.9 All four members of the SAPS will be entitled to vote at all the meetings of the Forum.

13.10 The Community Liaison Officer will have the right to vote at all the Meetings of the Forum.

14. SPECIAL GENERAL MEETING

14.1 The Executive Committee shall be obliged to, within thirty days, on receipt of a petition specifying the purpose and business for the meeting, and signed by not less than twenty members in good standing, to that effect, call a Special General Meeting, and shall deal only with the business specified in the petition.

15. MEMBERSHIP

15.1 The elected representatives of interested groups, from amongst members of the community, from within the boundaries as detailed in Clause 4.-4.1 shall be eligible for the membership of the Forum and shall become Members on submission of the completed membership form to the Executive Committee.

15.1.1 Notwithstanding the provisions of Clause 15.1 and 15.2 and in terms of the provisions of clause 13.7 the Executive Committee may, if same proves expedient and in the interest of the Forum, allow individuals to attend general meetings of the Forum and such individuals may speak but may not vote at such Meetings.

15.2 Concomitant with Clause 15.1 two representatives to serve as Members of the general Forum shall be appointed by each member body.

15.3 No person resident outside the boundaries of the precinct may be, or can remain a Member of this Forum unless such person is a bona fide member in good standing of a member body from within the boundaries of the Forum.

15.4 Members shall cease to be members of the Forum

15.4.1 in case of death, resignation, expulsion or suspension.

- 15.4.2 the day they cease to reside in the area save as provided for in clause 15.3 above.
- 15.4.3 the date the representative body disbands.
- 15.4.4 failing to attend three consecutive Meetings of the Forum without a valid reason. After a decision by the Dispute Resolution Committee.
- 15.4.5 if a Member of the Forum has acted contrary to the provisions of the Constitution or has acted in a manner which in the opinion of the Executive is detrimental to the interest of the Honeydew Community Policing Forum after a decision by the Dispute Resolution Committee.
- 15.4.6 Notwithstanding the provisions to the contrary contained in this Constitution, the Executive Committee at its discretion in the interest of the Forum, where applicable, may recommend that the General Meeting of the Forum sanction the continued function of a Member of the Executive Committee in his/her office for the remaining portion of his/her unexpired term, in order not to disrupt the continuity and good order of that office.

16. DISPUTE RESOLUTION

- 16.1 The Executive Committee shall on an annual basis, at their first Meeting after the Annual General Meeting elect a Dispute Resolution Committee consisting of three Members.
- 16.2 The Executive Committee shall on an annual basis, at their first Meeting after the Annual General Meeting elect an Appeals Committee consisting of three Members.
- 16.3 The Dispute Resolution Committee and Appeals Committee shall hold office for a period of twelve months.
- 16.4 All decisions of the Dispute Resolution and Appeals Committee, respectively, shall be given to the Executive Committee as a recommendation, who shall act thereon.

17. REGULATIONS AND BY-LAWS

- 17.1 Save as herein with otherwise construed regulations and by-laws promulgated relating to any matter reasonably ancillary to the Constitution which is considered necessary and to achieve the aims and further the objectives and proper function of the Forum, and that may determine and assign functions, duties and authority, and subject to the provisions and harmony of this Constitution shall be deemed to be part thereof.

18. AMENDMENTS OF THE CONSTITUTION

- 18.1 The Constitution shall be amended at the Annual General Meeting.
- 18.2 Amendment shall be effected only if two thirds or more of the Members of the Forum who are entitled to be present and vote are in favour of such amendment.
- 18.3 Amendment to the Constitution will only be effected by submission of a written proposal, handed to the secretary not less than seven days prior to the Annual General Meeting.

19. CLARIFICATION

- 19.1 For the purpose of this Constitution, by way of clarification, all references to Annual General Meeting, General Meetings or Broad Forum Meetings shall be construed to mean and apply mutatis mutandis to the General Meetings of the Forum unless where specifically otherwise implied.

20. CONFIDENTIALITY

Notwithstanding the obvious policy of transparency of the Forum, members of the Executive Committee may not divulge or allow any person access to the Minutes or Business of the Executive Committee without the prior consent of the Chairperson and Station Commissioner.

REGULATIONS OF THE HCPE

1. ORDER

- A. Only one matter is discussed or decided on at a time.
- B. The sequence of the Agenda must be strictly adhered to.
- C. Matters not on the Agenda after closure thereof, may not be discussed.

2. EQUALITY

- 2.1 All persons are equal before the law and each Member present, duly appointed and accredited, may vote.

3. JUSTICE

- 3.1 Public courtesy and fairness applies to all and minorities have a right to be heard.

4. MAJORITY

- 4.1.1 The majority have a right to rule and subject to the provisions of the Constitution which may call for two-third majority, in certain cases, ordinarily a majority of one, of those voting will suffice.

- 4.2 Subject to the provisions of the Constitution, where applicable, a two-third majority will be a two-third majority of those present and qualified to vote.

5. PROXY VOTES

- 5.1 Proxy votes will apply only at Executive Committee elections of the Forum.

- 5.2 The person holding the proxy vote must hand to the Secretary at the time of the determination of credentials the original proxy letter.

- 5.3 The proxy letter will only be valid if:

- A. It gives a full and acceptable explanation for the absence.
- B. It gives the name and surname of the person holding the proxy.
- C. It gives the name and surname of the person giving the proxy.
- D. It is dated, and the date precedes the day of the Meeting.
- E. It is signed by both parties.
- F. No one Member may hold more than one proxy.
- G. No proxy can be given on the day of the Meeting, after credentials have been established. It is not possible on leaving early, or on absenting for any reason.
- H. Proxy cannot be added to acquire quorum.

6. THE CHAIRPERSON

- 6.1 The chairperson is the highest authority at any meeting and as such has the power and right to control the Meeting.

- 6.2 The Chairperson must always be addressed first. All questions must be asked through him/her and all discussion must go through him/her.
- 6.3 No person may, during the Meeting, do anything that will obstruct or hinder others from hearing the Chairperson or speaker.
- 6.4 No one may walk, talk or stand while a member addresses the Chairperson, and no-one may move between the Chairperson and the person speaking.
- 6.5 Should two persons rise at the same time to speak, the Chairperson will indicate which is to speak first, the other must sit down.
- 6.6 Any one standing during an address is out of order and will not be allowed to speak next.
- 6.7 All members of the Executive Committee have privilege and may speak first.
- 6.8 Should the Chairperson rise during a Meeting everyone else must sit down.
- 6.9 The Chairperson will only rise when someone is out of order, is causing a disturbance, or is straying from the subject.
- 6.10 Three strikes by the Chairperson with the gavel is considered the same as the Chairperson having risen, and must solicit the same response.
- 6.11 The Chairperson opens and closes every meeting.
- 6.12 The Chairperson may order the removal of any member or observer from the Meeting to restore order.
- 6.13 The Chairperson ensures that the standing orders are adhered to and maintains order.
- 6.14 The Chairperson may consult with the Deputy Chairperson on interpretation of the standing orders. The Chairperson's interpretation and determination however is final and binding.

7. THE VICE CHAIRPERSON

- 7.1 When the chairperson is not present at a Meeting the Deputy Chairperson serves in an acting capacity and has the same authority and powers as the Chairperson.
- 7.2 The Chairperson may at any time during the Meeting request the Deputy Chairperson to take the chair during which time rule 7.1 will apply mutatis mutandis to the Deputy Chairperson. The Chairperson may at any time during the Meeting consequent to the above again take the chair.

8. THE GENERAL SECRETARY

- 8.1 The Secretary shall compile the notice and the Agenda of the Meeting with the Chairperson if it is practical.
- 8.2 The Secretary shall keep proper Minutes of the Meeting.
- 8.3 The Secretary or a person so designated, shall keep a book showing
 - I. Items that need to be dealt with.
 - II. The person responsible for this.
 - III. Progress of action taken.
- 8.4 The Secretary shall also keep track of issues postponed or moved on the Agenda for later discussion and shall make sure all Agenda items are dealt with before the Meeting closes.

9. THE TREASURER

- 9.1 The Treasurer shall keep the books of the Forum in keeping with normal book keeping practice and subject to the provisions of Article 12, clauses 12.1 to 12.9 inclusive, of the Constitution of the Forum.
- 9.2 The Treasurer shall submit to the Executive Committee at each of its regular monthly meetings a monthly income and expenditure statement.
- 9.3 The Treasurer shall at the end of six months of his/her term submit to the Executive Committee a half yearly un-audited balance sheet.
- 9.4 The Treasurer shall be responsible for and deal with all documents pertaining to the functions of that office such as for example deposit slips, receipts, invoices, accounts and so forth.
- 9.5 The Treasurer shall at all Meetings of the Forum when required, deal with all matters peculiar to that office such as for example Resident Association contributions, accounts etc.

10. NOTICE OF THE MEETING

- 10.1. The notice of the Meeting stating the number of the Meeting, date, time and place of the Meeting shall have been delivered to each Member at least fourteen days prior to the Meeting. Concomitant therewith the General Secretary shall also include the Agenda and the Previous Minutes, with the understanding that the Chairperson’s report, the motions, the questions, reports, and Treasurer’s reports shall be tabled at the said Annual General Meeting.
- 10.2 As soon as the Meeting had been called to order and immediately after opening prayer, but before the Chairperson opens the Meeting, the Secretary shall read the notice of the Meeting.

11. SUBMISSION OF DOCUMENTS

- 11.1 Members may submit for inclusion at General Meetings the following with the clear understanding that all submissions must be made through the Executive Committee.

	DOCUMENT	TIME PERIOD	TO WHOM
A.	Agenda items	7 days	G.S.

B.	Questions	7 days	G.S.
C.	Motions	7 days	G.S.
D.	Nominations	7 days	G.S.

Clarification

- A.1 All Agenda submissions must be in writing, dated and signed by at least two members.
- B.1 All Questions must be in writing, dated and signed by at least two members.
- C.1 Motions must be in writing, dated and must be signed and seconded.
- D.1 All Nominations must be in writing, dated and must be signed by the proposer and seconder. Each Nomination must be for one Member for one position. Any one proposer or seconder may not nominate more than one Member for any position.

12. THE MINUTES

- 12.1 Only the correctness of the Minutes can be discussed. No debate on any issue of the Previous Minutes will be allowed.

13. QUORUM

- 13.1 A quorum of the Executive shall be five, and of the General Meeting shall be ten, and shall consist of Members appointed by the interest groups.
- 13.2 Members of the Executive Committee can be included to make up a quorum, and a Member of the Executive Committee may also be a delegate.
- 13.3 No observer present can be added to make up a quorum.
- 13.4 If a quorum is not in attendance the Meeting may agree to wait for a period of time.
- 13.5 If after waiting no quorum is in attendance the Meeting may agree to wait for a further period of time after which, if no quorum is present the Meeting must be adjourned to a future date agreed to by the Meeting, but within thirty days of the Meeting.
- 13.6 If at any time during the course of the Meeting the quorum is broken, the Meeting must adjourn for ten minutes. If no quorum is possible after ten Minutes the Meeting adjourns. No further resolutions can be taken at that Meeting.
- 13.7 Should a member or members walk out in order to break a quorum, disciplinary action will follow.
- 13.8 Any Member party to a walkout, to break the quorum, notwithstanding any other action that may be taken against them, forfeits immediately the right to be a representative to Forum Meetings for two years from the date of the said Meeting.
- 13.9 If no quorum is possible after such a walkout the Meeting must adjourn.

14. POINT OF ORDER

14.1 A member may rise on a point of order:

- A. To object to improper or abusive language.
- B. To draw attention to the absence of a quorum.
- C. To point out that a Member has exceeded his time frame.
- D. To point out that a Member has deviated from the point.
- E. To point out repetition.
- F. To point out irrelevance.
- G. To point out deviation or disregard of the rules of the standing orders of the Constitution.

14.2 The point of order must be addressed to the chairperson in the form of a question and may not be a statement, allegation or a motion.

14.3 The point of order must be brief.

14.4 As soon as a Member rises on a point of order the speaker holding the floor must immediately sit down.

14.5 A point of order can not be raised on a point of order.

14.6 The Chairperson will rule on a point of order. His/her decision is final and binding on the Meeting and not open for discussion.

14.7 The chairperson must allow a request for an objection to his/her ruling to be minuted, if it is forthcoming.

15. PERSONAL EXPLANATION

15.1 A Member may rise on a point of explanation if an item of his speech may not be clear or that may have been misunderstood.

15.2 A Member may rise at any time in explanation but may not deviate from the material content of his speech.

16. SPEAKING AND SPEAKING TURNS

16.1 The Chairperson with the consent of the Meeting will determine the time frame allowed for speaking turns.

16.2 The Chairperson shall, if more than three members require a speaking turn at the same time, order the Deputy Chairperson to keep record of the sequence.

16.3 No member may rise to speak more than once on any given issue. The Chairperson has discretion.

17. CLARIFICATION

17.1 A Member may ask for clarification on an issue under discussion.

18. QUESTIONS DURING THE MEETING

18.1 All questions regarding all issues contained in documentation received prior to the Meeting are subject to the provision of rule 10 – 10.1.B and 10 -10.B.1.

18.2 The Chairperson may on a question during the Meeting, on an urgent issue, that affects the interest of the Meeting rule to allow such a question, provided the question has been submitted in writing to the Chairperson at least ten minutes prior to the question being put.

18.3 Questions are answered by the Chairperson or someone appointed by the chair to do so.

18.4 Once a question is answered, only the Member who has asked the question may ask for an explanation on the answer but may not say the question was not properly answered.

18.5 The Member asking the question may ask that it be put in writing; the request and the answer must then be recorded in the Minutes.

18.6 Casual questions are allowed during the Meeting if they are relevant to the matter under discussion.

18.7 The Chairperson may rule a question out of order.

19. MOTION

19.1 A motion is a written proposal dealing with administrative issues, or conditions of administration, rules and change of rules or issues that materially affect the functions of the Forum, and may not be contrary to the Constitution.

19.2 Only members of the Forum may submit motions to the Forum.

19.3 Motions must be submitted in terms of rule 10 – 10.1.C and 10 – 10.1.C.1.

19.4 Motions will be dealt with on a first come first served basis, and will be entered into a book, and will be numbered and dated.

19.5 No member may bring more than one motion at any one Meeting.

19.6 A copy of each motion will be sent to each member of the Executive Committee in terms of rule 9 – 9.1.

19.7 Motions must be short and to the point.

19.8 No late motions nor motions submitted at the Meeting will be considered.

19.9 When motions are discussed, the Secretary will read out the number of each motion and the name of the Member who submitted the motion.

19.10 The Chairperson will establish which motions are unopposed and those are then passed. Opposed motions are dealt with by the Chairperson in the order that they appear on the Agenda.

19.11 The mover of a motion may speak on the motion, other members may then also speak. The mover may after all have spoken speak again on the motion.

19.12 The Chairperson may reject a motion if:

- A. It already appears on the Agenda.
- B. The matter has nothing to do with Forum related matters.
- C. It deals with matters outside the Forum.
- D. It contravenes the Constitution of the Forum.

19.13 The Chairperson may with the consent of the Meeting waive rule 19.12.B, 19.12.C if in his opinion a matter brought to the Meeting as a motion is of sufficient importance to do so.

19.13.1 The Member bringing such a motion must verbally propose “that rule 1.C stating that no matter not on the Agenda may be discussed”, be suspended.

19.13.2 If the Meeting agrees to the suspension, the motion must immediately be put in writing, must be signed and must be seconded.

19.13.3 The motion is then dealt with subject to the determinations laid down in these rules for motions.

19.14 The proposer of a motion may at any time during discussion of the motion propose that the Meeting agrees that the proposer withdraws the motion. The proposer must advise the Meeting of his reason for doing so.

19.15 A motion not agreed on by all must be voted on.

20. PROPOSALS

20.1 A proposal is presented verbally during a Meeting.

20.2 A Member may make a proposal during a Meeting on the matter under discussion.

20.3 A proposal must always be seconded.

20.4 No matter can be decided by the Executive Committee if it is not accompanied by a proposal.

20.5 A Member putting a proposal may with the Meeting’s consent amend or withdraw the proposal.

20.6 No discussion follows withdrawal.

20.7 A Member may only speak once on a proposal, except finances.

20.8 A proposal not agreed on by all must be voted on.

20.9 The Chairperson may reject any proposal that could:

- A. Lead to discussion of an item already on the Agenda.

- B. Involve the Meeting in dealing with an issue it is not constitutionally entitled to deal with.
- C. Be contrary to the Constitution.

21. AMENDMENTS ON MOTIONS OR PROPOSALS

- 21.1 When a motion or proposal is being discussed during a Meeting only the following amendments are allowed to be put:
 - A. Any Member who has risen to speak may at the end of his speech propose an amendment.
 - B. Such amendment must be relevant to the motion/proposal in respect of which it is proposed.
 - C. The Chairperson may ask the member to put his proposal in writing. Both Member and seconder must sign it.
 - D. All Members, even those who have spoken, may again speak on the amendment.
 - E. Before voting on the amendment the Chairperson must again read it to the Meeting.
 - F. This amendment must be finalized before another such proposal may be put.
 - G. A Member may only propose an amendment of the same motion/proposal once during a Meeting.
 - H. A Member does not have the right to respond if it is not adopted.
 - I. If the proposal is not adopted, only those Members who did not participate in the debate on the original motion/proposal may continue the discussion on the original motion/proposal and propose a further amendment.
 - J. If the proposal is adopted, the amended motion/proposal replaces the original one.

22. POSTPONEMENT / ADJOURNMENT / SUSPENDED (P.A.S.)

- 22.1 The mover of a motion/proposal must first speak before a proposal to P.A.S. can be made.
- 22.2 A proposal to P.A.S. can only be made on a motion/proposal if detail or information with regard thereto is incomplete.
- 22.3 Only a Member who did not participate in the debate on the motion/proposal may submit a proposal to P.A.S.
- 22.4 Members may only put such a proposal once and may also only second such a proposal once.
- 22.5 The proposer of the amendment may speak, his seconder may not.
- 22.6 The mover of the original motion/proposal may also speak.
- 22.7 If the proposal to P.A.S. is adopted, the original motion or proposal is placed first on the Agenda for the next Meeting under the heading "Previous motions".
- 22.8 No further discussion is allowed and the Meeting moves to the next point on the Agenda.
- 22.9 The mover of P.A.S. may if it has been defeated bring the proposal again one hour later, unless the Chairperson feels the circumstances have changed materially.
- 22.10 The difference between suspension, postponement and adjournment:

- A. In postponement all discussion on the matter is finalized and only the decision is postponed.
- B. Suspension means discussion on the matter stops before the decision-making stage is reached.
- C. Adjournment stops the Meeting and issues left in abeyance are taken up when the Meeting reconvenes.

23. THAT THE MOTION/PROPOSAL BE NOW VOTED ON

- 23.1 The mover of the motion/proposal must first speak on the matter before a proposal to “vote now” can be made.
- 23.2 Any Member at the end of his speech or at the end of another Member’s debate may propose “that we no vote”.
- 23.3 Members may only put such a proposal once and may only second such a proposal once.
- 23.4 The proposal is not debated but the mover of the original motion/proposal may speak briefly.
- 23.5 After his/her address the Meeting immediately votes on the original motion/proposal.
- 23.6 If the proposal to vote is not adopted a second similar proposal may be made after some time has elapsed, unless the Chairperson thinks the circumstances have materially altered.

24. THAT THE MEETING PROCEED TO THE NEXT ITEM ON THE AGENDA

- 24.1 The mover of the motion/proposal must first speak on the matter before a proposal to proceed to the next item on the Agenda can be made.
- 24.2 Any member who did not take part in the original debate on the motion/proposal may submit such a proposal at the end of any speech.
- 24.3 Any member may only put such a proposal once or may only second such a proposal once.
- 24.4 The proposal is not debated but the mover may speak briefly.
- 24.5 After his speech the Meeting immediately votes on the original motion/proposal.
- 24.6 If the proposal is adopted, discussion ends and the Meeting proceeds to the next item on the Agenda.
- 24.7 If the proposal is not adopted, a second similar proposal may be made after some time has elapsed, unless the Chairperson thinks the circumstances have materially altered.

25. THAT THE MATTER BE REFERRED BACK FOR FURTHER CONSIDERATION

- 25.1 When a recommendation of the Executive Council is put to the Meeting, any member may propose that the matter be referred back for further consideration.
- 25.2 Any member may submit such a proposal at the end of his speech or at the end of another member's debate.
- 25.3 The proposer does not have the right to reply.
- 25.4 The Chairperson of the Executive Committee, or such member as may be called on to do so, may reply or make an explanatory statement on the recommendation.
- 25.5 The proposal is then voted on and if adopted discussion ends and the Meeting proceeds to the next business.

26. THAT THE MATTER BE DISCUSSED BEHIND CLOSED DOORS

- 26.1 The proposal to discuss a matter behind closed doors is made before any discussion takes place.
- 26.2 If the proposal is adopted the press, observers and all persons other than members and the Executive Committee, must leave the meeting, and the motion/proposal is discussed in Committee.
- 26.3 The decision on the motion/proposal however may be taken in Committee or in the open Meeting.

27. VOTING

- 27.1 Voting can be by show of hands, unless the Chairperson rules that the vote be by ballot paper.
- 27.2 Voting for positions on the Executive Committee may also be by show of hand.
- 27.3 Voting procedures:
 - A. For all voting other than by show of hands, a voting agent must be appointed with one assistant. The voting agent and his assistants may not be members of any delegation.
 - B. The voting agent will be obligated to make sure that he receives from the Secretary, the sum of the number of members accredited and present, and in total correct with the number of proxy's accredited and, able to vote, he/she must read aloud to the Meeting these totals.
 - C. For each vote, the voting agent shall make sure to hand out only as many voting papers as there are duly accredited members present and for such proxy's that have been duly accredited in terms of the provisions of the standing orders.
 - D. The voting agent shall after he/she has collected the folded completed voting papers, put them together and count them in the presence of his/her agent, who will make sure the number is correct, after which counting will begin.
 - E. The totals of the count for, against and spoilt, will be added to make sure once again, that the count had been correct and tallies with the total.
 - F. The results will be handed by the voting agent to the Chairperson, or his Deputy who will announce the result to the Meeting.

G. The ballot papers must be bundled, sealed and handed to the Secretary, for safe keeping until the next such election, after which they may be destroyed.

H. The Secretary and or his/her nominee shall supervise the voting.

27.4 Any member has the right, when he has voted against a motion/proposal to have his/her vote so recorded in the Minutes.

28. DIVISION

28.1 When a division is called, all members outside are called in and those inside who did not vote previously are now obliged to vote. It is therefore the second vote and everyone is forced to vote.

A. Each member will be asked “How vote you?” by the Chairperson and the Secretary will record the vote behind each person’s name in the Minutes.

B. No member may leave the room until the result is known.

C. The vote can only be for or against.

29. THE EXECUTIVE COMMITTEE

29.1 The Executive Committee is appointed every year from amongst the members of the Annual General Meeting.

29.2 Nominations for the positions on the Executive Committee close seven days prior to the date of the Annual General Meeting and no later nominations will be accepted, and such nominations are subject to the provisions of rule 10 – 10.1, 10.1.D., 10.1.D.1

29.3 The numbers of the Executive Committee are made up in terms of the determination of the Constitution in this regard, and members are appointed to serve the community.

29.4 The Executive Committee reports to the Annual General Meeting on

A. Matters delegated to it

B. Matters concerning the functions and duties that the Constitution has authorized it to perform.

30. AUTHORITY, JURISDICTION, LIMITATIONS OF THE RULES

30.1 The rules hereinwith contained, and termed the standing orders of the Forum, are subject to the determinations of the Constitution of the Forum and shall apply mutatis mutandis to all Meetings of the Forum.

30.2 Every member or group of members who, should they fail to implement these standing orders at their Meetings, will be guilty of an offence and disciplinary action may be taken against them.