



The Buddhist Society of Western Australia (Inc.)

*www.bswa.org*

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**The Buddhist Society of Western Australia  
(Incorporated)  
The Standing Orders for an Annual General  
Meeting or Special General Meeting**

**Version: 1.1**

Effective Date – 1993 AGM, or earlier

Approved by: BSWA Committee

Last Review:

Next Review:

**Bodhinyana Buddhist Monastery**

216 Kingsbury Drive  
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**Dhammasara Nuns Monastery**

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**Jhana Grove Meditation Retreat Centre**

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## Version Control

Version #	Author	Approved Date (By)	Summary of Change
1.1	Aurora Tait	Administratively updated	Updated formatting and letterhead
1.0		BSWA Committee 1993	

As the New and enhanced Constitution to be voted on at 2019 AGM was very large the Committee passed a motion that the Standing Orders - given that they only were operative for an Annual General Meeting (AGM) or a Special General Meeting (SGM) - be displayed separately on the BSWA website and be available for an AGM or SGM.. They remain part of the Governance of the Society and copies will always be available when any AGM or SGM meeting is held.

The Standing orders are as follows:

1. The following standing orders shall be observed at the general meeting of the Society (subject to a meeting being empowered to suspend standing orders if it shall so desire):
  - a. The mover of a proposition shall speak for not more than fifteen (15) minutes and subsequent speakers shall be allowed ten (10) minutes. The mover shall be entitled to speak in reply for five (5) minutes, provided however that the Chairman of the meeting may, with the approval of the meeting, extend the time for any speaker;
  - b. Where an amendment is proposed upon an original proposition, no second amendment shall be taken under consideration until the first amendment shall have been disposed of, but notice may be given of intention to move a further amendment;
  - c. If an amendment is carried, it shall displace the original proposition and become itself a proposition to which any further amendment may be moved;
  - d. If an amendment is negatived, a further amendment, of which notice of intention to move to the original proposition had been given, shall be considered. Only one (1) amendment may be submitted to the meeting for discussion at one time;
  - e. The mover of an amendment shall not have any right of reply;
  - f. Immediately after the mover of every original proposition has replied, should he exercise his rights so to do, the question shall be put;
  - g. Except as hereinbefore provided, no speaker shall speak more than once on the same question unless permission so to do shall be given by the Chairman or unless the speaker is desirous of making an explanation or calling attention to a point of order;
  - h. The mover of a proposition or of an amendment shall reduce the same forthwith to writing if requested by the Chairman;
  - i. Any discussion may be terminated by a resolution "that the question be now put". If such a resolution is moved and seconded it shall be put without debate;
  - j. Notwithstanding the foregoing, before any question is put, the Spiritual Director shall be invited to address the meeting and express his views on the proposed resolution;
  - k. The Chairman may ask any person present at a meeting whose conduct at the meeting is unsatisfactory, to leave the meeting.
2. At an Annual General Meeting the order of business shall be (subject to a meeting empowered to vary the order): -
  - a. Opening of meeting; Homage to the Buddha, Dhamma and Sangha, the taking of refuge in the Five Precepts and a short meditation.
  - b. Apologies for non-attendance;

- c. Confirmation of the minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting;
  - d. Address by the Spiritual Director.
  - e. Address by the Assistant Spiritual Director.
  - f. Presentation of the report of the Committee and discussion and adoption thereof;
  - g. Presentation of the report of the Honorary Treasurer and of the Society's audited financial statements and balance sheet and the auditor's report and consideration and adoption of the same;
  - h. Consideration of any report to be made by the Honorary Secretary;
  - i. Consideration of special business including the fixing of annual membership fees;
  - j. Appointment of special Committees (if any);
  - k. Declaration of results of election of office bearers and Committee Members;
  - l. Any necessary elections of office bearers and Committee Members;
  - m. Consideration of questions of which due notice has been given in writing to the Honorary Secretary, not less than seven (7) days prior to the date of the meeting;
  - n. Questions without notice. The Chairman in his absolute discretion may allow questions to be asked of the Committee or of Members of the Committee, provided however that there shall be no compulsion on the Committee or any such Member to answer any such question at that meeting and provided further that the Chairman may at any time refuse to accept any further questions and may reject any question;
  - o. General business. Under this heading, Members may move and the meeting may pass resolutions of which notice has not previously been given, but no resolution so passed shall be or be deemed to be anything other than a recommendation to the Committee notwithstanding that it may contain or may purport to contain a direction or directions to the Committee. The Committee shall be obliged to consider any such resolution but shall be not obliged to take any action in respect thereof unless the same imposes any restrictions on the powers of the Committee;
  - p. Closure.
3. Non-Members of the Society may, at the discretion of the Chairman, be permitted to attend any general meeting of the Society.
  4. The Secretary shall keep minutes of all general meetings of the Society and books provided for the purpose shall include:
    - a. The number of members present at the commence of each meeting;
    - b. All resolutions and records of proceedings of each meeting. Minutes of each general meeting shall be confirmed at the next general meeting and shall be signed by the Chairman of such meeting immediately after confirmation.