

**Policy 9.01.0:**

**The Nanaimo Kennel Club will follow the format of Robert's Rules and the BC Societies Act for the conduct of all club business**

**Procedure:**

All Nanaimo Kennel Club members should become familiar with Robert's Rules and the BC Societies Act and conduct themselves accordingly in all club meetings.

The general meetings, executive meetings, committee meetings and all club business meetings will be conducted by the chair (or an alternate when the chair is absent).

The Nanaimo Kennel Club has opted to follow the Robert's Rules of Order for the conduct of its meetings. Any member who doesn't comply can be found in contravention of this policy and therefore can be the subject to discipline from the club.

The Chair will call "Point of Order" or "Out of Order" when someone is speaking during the meeting without permission from the chair or when the person is speaking when a topic is not open for discussion. If any person is advised by the chair of the meeting that they are out of order, that person may face disciplinary action. The chair may give the person one warning. If the same person speaks out of order the second time in the same meeting, the chair may ask the person to leave the meeting. A note of the action, name of the person and the time will be noted in the minutes.

If a person wants to speak on a topic at a general meeting, they must approach the executive beforehand and get the topic added to the agenda.