

# Constitution

As Amended December 2006

## 1. Name

The name of the Council shall be Greater Western Sydney Region Rover Council and shall be referred to herein as the Council.

## 2. Function and Duties

The affairs of the Rover section in the Region are conducted by the Council, which has the following functions:

- a) To make recommendations to the Branch Rover Council.
- b) To make decisions about the rules and methods by which it governs, administers and implements its operations, but in those matters which may affect the General Principles of the Movement as expressed in Part 1 of P&R, other sections of the Movement or existing relations with other organisations, approval of the Regional Commissioner is required.
- c) To maintain a record of Crews, registered Members of Crews, Crew contacts, meeting places and times of meetings.
- d) To be responsible for the development and the maintenance of the standards of Roving in the Region.
- e) To promote activities in the Region.
- f) To organise Training courses for Rovers in the Region.
- g) To fulfil these duties the Council has the authority to:
  - i) Recommend to the Region and N.S.W. State Office the registration of new Crews.
  - ii) Recommend to the Region and N.S.W. State Office the de-registration of Crews.
  - iii) Recommend to the Region and N.S.W. State Office the de-registration of Crews that do not maintain any minimum standards (as per By Law 1 of the Greater Western Sydney Region Rover Council Constitution) lay down by the Branch Rover Council and this Council.
  - iv) Recommend to the Region and N.S.W. State Office the issue of Certificates of Adult Leadership to Crew Leaders
  - v) Recommend to the Region and N.S.W. State Office the issue of Certificates of Adult Leadership to Rover Advisors.

## 3. Membership

The Council shall comprise all invested members of Crews listed with the Council, all Rover Advisors in the Region and the Regional Commissioner (Rovers).

## 4. Meetings

- a) General Meetings
  - i) General Meetings shall be held six (6) times per year on alternate months commencing in April.
- b) Extraordinary General Meetings

- i) Extraordinary General Meetings shall be called by the Executive where requested by notice in writing signed by a quorum of the Council. Such notice shall specify the matter or matters to be considered at the meeting and only such matter or matters shall be dealt with.
  - ii) Each Crew shall be notified forthwith of such meetings and matter or matters to be dealt with.
- c) Annual General Meetings
- i) The AGM shall be held in March of each year or as deemed necessary by the Council.
  - ii) All Rover Crews shall be advised in writing at least one (1) calendar month prior to the time, place and agenda of the meeting.
  - iii) The Agenda shall be defined as in Appendix 1.

## **5. Voting**

- a) Each registered and financial Rover Crew of the Council shall have one (1) vote.
- b) There shall be no voting by proxy.

## **6. Quorum**

The quorum of the Council shall consist of representation of sixty (60) percent of the registered and financial Crews in the Region.

## **7. Officers**

- a) Positions of Office shall comprise:
  - i) Regional Commissioner (Rovers)
  - ii) Chairman
  - iii) Vice Chairman
  - iv) Secretary
  - v) Treasurer
  - vi) PR/Internet Officer
  - vii) Delegates to NSW BRC
  - viii) Training Officer
  - ix) Venturer Liaison Officer
  - x) Activities and Service Officer
  - xi) Such other officers as the Council deems fit.
- b) The duties of these officers shall be set out in the Schedule of this Constitution.

## **8. Election of Officers**

- a) Election of officers of the Council, other than the Regional Commissioner (Rovers) shall be held at the Council Annual General Meeting each year. Office bearers' term shall be for one calendar year, commencing April 1 of that year, following a hand-over period from the AGM.
- b) Any registered member of the Rover section within the Region who will not have attained their twenty six (26) birthday in the succeeding 12 months, shall be eligible for any position of the Council. However, the positions of:
  - i) Chairman, Vice Chairman, Secretary and Treasurer must be Knighted Rovers.
  - ii) Training Officer shall be open to all Rover Advisors and Rovers having completed basic Rover Training.

- c) Nominations for positions of the Council excluding Regional Commissioner (Rovers) shall be open three (3) months prior to the Annual General Meeting and shall close seven (7) days prior to the Annual General Meeting.

Verbal nominations for all positions may also be received from the floor of the Annual General Meeting.

Nominations may be received on behalf of a Rover or Rover Squire who cannot be present at the Annual General Meeting. Nominations must be accompanied by a written letter of consent from the nominee.

- d) A Returning Officer shall be appointed by the Council at the Annual General Meeting.
- e) All positions shall be declared vacant by the Returning Officer at the Annual General Meeting.
- f) Nominations for the position of Regional Commissioner (Rovers) shall be called for three (3) months prior to the meeting of the Council closest to which the Commissioner's warrant is due for review. Nominations shall close one (1) month prior to the above date. Nominations shall contain a statement outlining the nominee's experience.

The council at its earliest convenience shall convey to the Regional Commissioner the nominations for Regional Commissioner (Rovers) with its recommendations.

The position shall be reviewed every three (3) years.

- g) Any casual vacancy can be filled at any General Meeting in the manner set out above.
- h) Election shall be by ballot.

## **9. Representatives and Delegates**

- a) The Council may appoint representatives and delegates of the Council ad hoc. Persons so appointed shall hold that position until the next Annual General Meeting or as long as deemed necessary by the Council.
- b) The Council shall appoint and elect at its Annual General Meeting, delegates to the New South Wales Branch Rover Council. The delegation shall consist of:
  - 1) The Council Chairman, who is responsible for all other delegates
  - 2) The Council Vice Chairman
  - 3) The Regional Commissioner – Rovers
  - 4) Two (2) other elected delegates from the Region
  - 5) Reserve Delegates may be appointed as deemed necessary by the Executive

## **10. Council Executive**

- a) The Executive shall comprise of the Chairman, Vice Chairman, Secretary, Treasurer, PR/Internet Officer, Training Officer, Venturer Liaison Officer, Activities and Service Officer Region Commissioner (Rovers) and any assistance deemed necessary by the Council.
- b) The duties of the Executive are:
  - i) To meet regularly.
  - ii) To transact all urgent business on behalf of the Council and report to the Council at it's next meeting of any action taken.

- iii) To prepare business, recommendations, proposals and the background information to the Council meetings.
- iv) To do such administrative tasks as are necessary for the efficient operation of the Council.
- v) To advise the Regional Commissioner (Rovers) in the exercise of his duties.

## 11. Committees

### a) Crew Leaders/Rover Advisors Council

- i) A Crew Leaders/Rover Advisors (CL/RA) Council shall be established, and shall consist of the Regional Rover Council Chairman, Regional Commissioner (Rovers), and the Crew Leaders and Rover Advisors of all Crews within the Region.
- ii) The CL/RA Council shall convene itself every six (6) months (two (2) times a year), or as the CL/RA Council determines. The Regional Rover Council Chairman shall inform all members of the CL/RA Council of the time, date and location of said meetings.
- iii) The CL/RA Council shall take the form of an informal discussion group where the members shall discuss any issue that they deem fit, in order to improve and develop Rovering within the Region.
- iv) Issues discussed through the CL/RA Council may be referred to the Regional Rover Council for discussion of that Council via the Regional Rover Council Chairman.

### b) Other Committees

The Council may establish any other committees to organise and supervise other aspects of Regional activities, business and projects in the best interest of Rovering. Members of such committees may be elected or co-opted, and conveners will be appointed by the Council Executive. Such committees shall give reports to the Council Executive and to the Council at their respective meetings.

## 12. Funds

- a) Each Rover Crew shall pay to the Council an annual fee, the amount of such fee to be determined at the December meeting of the Council. This fee must be paid at the crews Annual General Meeting.
- b) The Council shall collect an estimate of the Crew Membership Invoice on behalf of the Region for the coming year. The estimate is to be based on the Crew Membership at the Crews AGM and must be paid at that meeting.

The Council shall forward Crew Membership fees to the Region Office on receipt of an invoice. The Council will issue a statement to each Crew at this time outlining any shortfalls or overestimates in their payment. Any shortfalls will be due at the following RRC. Any over estimates will be returned to the Crew.

- c) The Council shall collect an estimate of the Annual BRC levies on behalf of the BRC for the coming year. The estimate is to be based on the Crew Membership at the Crews AGM and must be paid at that meeting.

The Council shall forward BRC levies to the BRC on receipt of an invoice. The Council will issue a statement to each Crew at this time outlining any shortfalls or overestimates in their payment. Any shortfalls will be due at the following RRC. Any over estimates will be returned to the Crew.

- d) Crews not providing payment for the above fees by February 28th shall be put into recess until such time as these fees are paid. A crew in recess having not paid these fees by the Councils April meeting can be recommended for de-registration.
- e) Profits of activities run by Rover Crews on behalf of the Council shall be shared evenly (50%/50%) between the Council and the Crew.
- f) Individuals are not permitted to change Rover Crew till such a time they are fully paid up in their current Crew.
- g) A budget for any Region Rover Activity shall be presented to the Council Executive prior to any Council funds being forwarded to the host Crew or committee.

### **13. Agendas and Reporting**

- a) Agenda of the Council Meetings shall be distributed one week prior to each meeting.
- b) All crew, executive and committee reports for General Meetings are due to the Secretary at least two (2) weeks prior to each meeting at which they are to be presented. Reports will be distributed with the agenda.
- c) Annual reports are due to the Secretary no later than three (3) weeks prior to the Annual General Meeting to be distributed at the AGM.
- d) Minutes are to be distributed within two (2) weeks following each meeting.
- e) Notices of Motion shall be given at the meeting of the Council prior to the meeting at which to motion will be considered. Such notices shall be incorporated in the agenda.

### **14. Attendance**

- a) Each registered Crew of the Council shall have at least one delegate in attendance at each Region Rover Council meeting.
- b) A Rover Crew having no representation at two (2) consecutive Council meetings can be recommended for de-registration.

### **15. Training**

- a) An application for a Certificate of Adult Leadership for a Crew Leader shall be approved by the Chairman of the Council.
- b) An application for a Certificate of Adult Leadership for a Rover Advisor shall be approved by the Regional Commissioner (Rovers).
- c) In considering an approval for a Certificate of Adult Leadership, the Chairman or Regional Commissioner (Rovers) may take advice from the Council Executive.
- d) The Chairman and Assistant Chairman shall participate in, and successfully complete basic Rover Training courses if they have not already attended these courses in their Rovering life. These courses shall be paid for by the Region Rover Council, and the Chairman and Assistant Chairman shall attend the first available course after their election.

### **16. Constitutional Amendments**

This Constitution may only be amended as follows:

- a) Notice of the proposed change shall be given at a meeting of the Council
- b) At the subsequent meeting, the proposed change may be carried by a quorum of the Council.
- c) This Constitution shall not be amended otherwise.

**17. Standing Orders and By Laws**

- a) The Council may establish such Standing Orders as are necessary or convenient for the control of meetings.
- b) The council may establish By Laws, not inconsistent with this Constitution, outlining policies and consideration to be exercised in the determination of its duties. Once established such By Laws shall not be altered except pursuant to a motion on notice.

**18. Paramount Laws and Rules**

Nothing in this Constitution shall derogate from the provisions of any Royal Charter, Act of Parliament, any subsidiary Legislation, P&R, or any By Law hereunder, or any rule of the Branch Rover Council having force within the NSW Branch of the Scout Association of Australia.

## Appendix 1

### Agenda: Annual General Meeting

1. Open Meeting
2. Apologies
3. a) Minutes of previous Annual General Meeting.  
b) Business arising from previous minutes.
4. Treasurer's Annual Report.
5. PR/Internet Officers Annual Report.
6. Regional Commissioners (Rovers) Annual Report.
7. Chairman's Annual Report.
8. Any other reports the Council deems necessary.
9. Guests
10. Election of office bearers:
  - a) Chairman
  - b) Vice Chairman
  - c) Secretary
  - d) Treasurer
  - e) PR/Internet Officer
  - f) Training Officer
  - g) NSW Branch Rover Council Delegates
  - h) Venturer Liaison Officer
  - i) Activities and Service Officer
  - j) Any other position that the Council deems necessary.
11. Special Business
12. Close

## Schedule to the Constitution of the Greater Western Sydney Region Rover Council

### Duties of Council Officers

#### Chairman

- a) Is an Executive Member of the Council, and is responsible to all members of the Executive
- b) To chair all meetings of the Council and the Executive, be conversant with the business of the Council and be impartial in all their dealings with the Council.
- c) To be a member of the Council Executive.
- d) To be responsible for the conduct and effective management of the Council.
- e) To be the official spokesperson of the Council, and represent the Council and Rovers on other relevant committees and Councils.
- f) To be the first member of and to chair the meetings of the Region Rover Council Executive and to report all actions of the Executive back to the Council at the next meeting.
- g) To liaise and advise Crew Leaders within the Region on all aspects of Rovering.
- h) To liaise with the Regional Commissioner (Rovers), the Regional Commissioner, and other persons as deemed necessary, to ensure the efficient operation of the Council.
- i) To be an active delegate for the Council to the NSW Branch Rover Council, and be responsible for all other delegates.

#### Vice Chairman

- a) Is an Executive Member of the Council, and is responsible to all members of the Executive
- b) In the absence of the Chairman, to carry out the duties as described above for the Chairman.
- c) To maintain a register of all Committees established by the Council and of their members
- d) To represent the Executive and the Council on all committees established by the Council.
- e) To report to the Executive and the Council of the activities of each committee.
- f) To be an active delegate for the Council to the NSW Branch Rover Council.
- g) To co-ordinate and actively promote the development of Rovers within the Region.
- h) To assist Crews in consolidating and increasing Rover membership within the Region.
- i) To work with proposed Crews in the Region and their sponsor Crew to provide support and guidance when necessary.

#### Secretary

- a) Is an Executive member of the Council, and is responsible to all members of the Executive.
- b) To prepare and distribute agendas of meetings of the Council and Executive
- c) To prepare and distribute minutes of the meetings of the Council and Executive in a timely manner.
- d) To safeguard a minute book and attendance book/log of all meetings of the Council.
- e) To control all clerical work of the Council and to carry out such duties as are assigned to them by the Council.
- f) To keep and maintain minutes of the Council, and all sub-committee meetings.
- g) To keep a register of all Rovers registered in the Region, a list of all Crews registered in the Region and their addresses and meeting places and times, their Constitutions and all resolutions of the Council relating to them.

#### Treasurer

- a) Is an Executive member of the Council, and is to be responsible to all members of the Executive.
- b) To keep true records of the Council's finances and to submit a statement of the financial position of the Council at each meeting.
- c) To submit all payments to the Council for authorisation.
- d) To pay all accounts authorised by the Council.
- e) To ensure that the Council's accounts are audited annually.
- f) To advise the Council of finances required to maintain its various projects.
- g) To advise Rover Crew Treasurers and Crew Leaders on financial matters of the Crew.

- h) To investigate fundraising opportunities available to the Council.
- i) To co-ordinate the payment and collection of funds between the Council, Region Office, BRC and the Crews.

### **PR/Internet Officer**

- a) Is an Executive member of the Council, and is to be responsible to all members of the Executive.
- b) To regularly write articles for the Region Bulletin.
- c) To develop promotional materials for the use of the Council and Crews in the Region.
- d) Suggest ways of promoting Rovers at a Region and a Crew level.
- e) Liaise with the Region PR/Communications Officer where necessary.
- f) Liaise with Branch Rover Council and GWS crew PR Officers or equivalent.
- g) Promote Rovers at every available opportunity, including relevant media coverage.
- h) To maintain the Council's Region Rover website and web-based activities.
- i) Regularly prepare and distribute Region News.

### **Training Officer**

- a) Is an Executive member of the Council, and is to be responsible to all members of the Executive.
- b) To organise or obtain information on Rover Training Courses and co-ordinate the distribution of the information to all Crews.
- c) To receive and investigate all applications for Crew Leader warrants and Rover Advisor warrants and make recommendations to the Council.
- d) To maintain, and where possible, add to a list of suitable speakers, handouts, training material and resources for all Rovers.
- e) To maintain a register of Rovers undertaking the Baden-Powell Scout Award, and increase the promotion of the Baden-Powell Scout Award to Crews and Rovers of the Region.
- f) To liaise with the NSW Branch Rover Council Training Officer
- g) To liaise with the Greater Western Sydney Regional Training Team.
- i) To liaise with any other persons as deemed necessary by the Council.

### **Regional Commissioner (Rovers)**

- a) To represent the Regional Commissioner on the Council
- b) To represent the Council to the Regional Commissioner and the Region Executive, and Commissioner's meetings.
- c) To attend and represent the Council at the Branch Rover Council.
- d) To assist the Council in implementing the policies of the National Rover Council and Conference and of the Branch Rover Council and of this Council.
- e) To advise the Council on matters affecting the Rover Section in the Region.
- f) To promote and encourage the growth of the Rover Section in the Region.
- g) To continuously encourage Rover Crews to promote activities for self-development and for Service to the community.
- h) To advise Rover Crews and the Council in the selection and appointment of Rover Advisors.
- i) To visit Rover Crews in the Region.
- j) To discuss any problems with Rover Crews and/or Rovers and/or Rover Advisors and/or other Commissioners and to offer advice on matters of Rover Policy and Practice.
- k) To promote good teamwork and harmonious relations with other Sections of the Movement in the Region.
- l) To cooperate with the Regional Commissioner in the general administration of the Region.
- m) To perform such other duties as are assigned to them by the Regional Commissioner.

### **Venturer Liaison Officer**

- a) Is an Executive member of the Council, and is to be responsible to all members of the Executive.
- b) To lead and maintain a Venturer Liaison Team.

- c) To form and maintain the point of contact between Rovers and the Regional Commissioner – Venturer Scouts.
- d) To organise the Venturer Liaison Team to perform such functions as:
- e) To attend the Zone Venturer Council and Region Venturer Council at their monthly meetings, and represent Rovers and the Council.
- f) To promote Rovers to the Venturer Section, and other groups as the Council deems fit, through the use of the Rover Awareness Team (RATS) presentation.
- g) Any other functions that the Executive and the Council deem necessary.
- h) Encourage and assist Crews to interact and hold activities with their local Venturer Units.
- i) Explore opportunities and possibilities of holding joint activities between the Venturer and Rover Sections.

### **Activities and Service Officer**

- a) Is an Executive member of the Council, and is to be responsible to all members of the Executive.
- b) To promote and organise Rover participation in adventurous activities courses and activities.
- c) To promote up-coming adventurous activity courses to the Council.
- d) To be a member of relevant adventurous activities committees as the Executive and the Council deem fit
- e) Organise Regional activities and functions for the Council and GWS Rovers.
- f) Liaise with and assist where necessary the Crews or committees running the Region Moot and Region Roventure.
- g) Organise and promote service activities as directed by, and for, the Council.

### **Delegates to NSW Branch Rover Council**

- a) To attend the meetings of the NSW Branch Rover Council as convened.
- b) To act as the spokespeople for the Region and to convey all matters relating to the Region to the Council at their earliest convenience.
- c) To prepare an accurate report for each Council General Meeting.

**Standing Orders: Greater Western Sydney Region Rover Council**  
**Standing Orders**

1. These Standing Orders shall be applicable to all General Meetings and Committee meetings, and shall be construed subject to the Constitution.
2. Meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of.

**Absence of Quorum: Lapsed Meeting**

3. If no quorum is present within thirty (30) minutes of the starting time, the meeting shall lapse and the Secretary shall fix the time of the next meeting. All business on the Agenda of the lapsed meeting shall be included on the Agenda of the next meeting and shall take precedence over new business.

**Conduct of Speakers**

4. When the Chairman rises to address the meeting all others must remain seated. Any person wishing to speak must rise and address the Chairman.
5. If two or more speakers rise the Chairman shall call on the first observed by him, subject to the power of the meeting to pass a resolution that a particular person be heard and subject also to the Chairman's decision to choose speakers alternately supporting and opposing the motion.
6. Members shall address their remarks to the Chair, shall use restrained and courteous language and shall speak to the matter under discussion. Any questions to another member shall be put through the Chairman.

**Irrelevant Remarks**

7. The Chairman, after due warning, may require members to resume their seat if their remarks are irrelevant or if they are substantially repetitious or remarks made earlier in the debate (whether by the member concerned or not); provided that the member concerned may at once move that they be further heard which motion shall be put without amendment or debate.

**Objectionable Language**

8. If the Chairman rules any language objectionable, the speaker shall forthwith withdraw it and apologise.

**Motions Out of Order**

9. The Chairman may rule out any motion:
  - a) Disrespectfully worded;
  - b) Substantially restating a resolution previously adopted;
  - c) Substantially restating a resolution previously negated on notice of motion.

**Amendments Out of Order**

10. The Chairman may also rule out any amendment:
  - a) Disrespectfully worded;
  - b) Substantially restating an amendment previously dealt with;
  - c) Contradicting the motion;
  - d) Irrelevant to the motion;
  - e) Otherwise out of order.

## **Motions and Amendments**

11. If any proposed motion or amendment appears to the Chairman to be ungrammatical or ambiguous or not in correct form otherwise, it should not be accepted until the mover rewords it accordingly.
12. All proposals made to the meeting shall be in the form of motions.
13. If required to do so by the Chair, the proposer of any motion or amendment shall submit it in writing.
14. A motion or amendment before the Chair may be reworded by the mover subject to leave of the meeting.
15. All motions and amendments except the closure must be moved and seconded. If no seconder is found, the motion or amendment lapses.
16. A motion or amendment may be seconded pro forma; to allow discussion to take place, but the seconder need not support or vote for the proposal.
17. The seconder of the motion or amendment may reserve their speech to a later stage of the debate.

## **Withdrawal**

18. A motion or amendment before the chair shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
19. Except in Committee, no member shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have a right of reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.

## **Only One Amendment**

20. When an amendment is moved to an original motion no further amendment shall be discussed until the first amendment is disposed of, but further amendments may be foreshadowed without discussion. Amendments are voted on before the motion.

## **Order of Amendments**

21. If a motion is capable of amendment in different ways, the Chairman will then decide the order in which they shall be moved, which will depend on where they will stand in the substantive motion, if they are agreed to. No amendment can be accepted to the first part of the motion after the second or subsequent parts have been amended.

## **Speaking to Amendments**

22. No person may move or second more than one amendment to an original motion, but the mover and seconder of a motion or amendment may speak to subsequent amendments.
23. An amendment may not be moved or seconded by any person who has already spoken to the original motion or to a previous amendment.

## **Right of Reply**

24. The mover of a motion, which is opposed, may reply to the arguments raised before the motion is put, but may not introduce any new matter. The reply ends the debate, if there are no more amendments. If an amendment is moved, the mover of an original motion may speak to it, and also exercise the right of reply before the first amendment is put. But a reply need not end the debate on the substantive motion. The mover of an amendment has no right of reply.

## **Amendment Negatived**

25. If the first amendment is negative the original motion again becomes open to amendment.

## **Substantive Motion**

26. If the first amendment is carried, the motion as amended becomes the substantive motion and is again open to amendment. When the substantive motion is put to the meeting and carried it becomes the resolution.
27. No member may speak on any motion after it has been put to the vote. No amendment may be moved after the substantive motion has been put to the vote.

## **Amendments to Notices of Motion**

28. Amendments may be moved to motions on notice providing they are within the scope of the notice, and can involve the Council in no greater obligations than the notice specifies.

## **Foreshadowed Motions**

29. Motions arising out of any debate may be foreshadowed at any time. Foreshadowed motions may be considered, unless the meeting resolves otherwise, in the order that they are foreshadowed, and at the conclusion of the debate in which they were foreshadowed. During this debate the foreshadowed motions may be referred to briefly but shall not be discussed in detail.

## **Rescinding Motions**

30. Resolutions may not be rescinded except on notice of motion to every Crew.

## **Resolution Null and Void**

31. If a resolution is passed in contravention to the Constitution the resolution is declared null and void.

## **Chairman's Ruling**

32. A member dissatisfied with the Chairman's ruling may move a motion of dissent in the following terms "That the Chairman's ruling be dissented from". The Chairman shall then vacate the Chair and call upon a deputy to take the Chair. When the mover and the Chairman (in that order) shall have stated their cases, the acting Chairman shall put to vote the question "That the Chairman's ruling be upheld".

## **Point of Order**

33. Any member may raise a point of order that shall take precedence over all other business. The point must be raised at the time of the alleged irregularity in the proceedings occurred. An explanation of contradiction shall not constitute a point of order.

### **Point of Explanation**

34. A member claiming to be misrepresented shall be entitled to make a personal explanation. Such explanation, which may be made at any time (but not while another member has the floor), must be confined to the alleged misrepresentation and must not introduce argument of new matter.

### **Casting Vote**

35. On an equality of voting, the Chairman shall declare the question resolved so as to maintain the status quo.

### **Next Business**

36. A motion "that the meeting proceed to the next business" may either be a motion or amendment. It requires a seconder and cannot be discussed. Its effect is to dispose of the question under discussion.

### **Closure**

37. A member who has not already participated in the debate at any time, whether another speaker has the floor or not, move "that the question be now put" which, if accepted by the Chair, shall be put without amendment or debate. The Chairman may also of their volition put the question if it is felt that adequate discussion has taken place. In either case the mover of a motion shall retain the right of reply. If an amendment is before the chair, the closure motion shall be deemed to close the debate on the amendment only.

### **"Speaker No Longer Be Heard"**

38. A motion "that the speaker no longer be heard" must be seconded and must not be debated. The Chairman should try to obtain a fair hearing for the speaker if in order.

### **Previous Question**

39. During the discussion of a motion (but not of an amendment), a member who has not already participated in the debate on the motion may move "that the question be not now put". This shall be open to debate, and shall be debated together with the original motion. If carried, the original motion shall not be dealt with further. If lost, the original motion shall be put forthwith, subject to the mover's right of reply. The motion may be foreshadowed while an amendment is before the Chair, but in no case shall it be put until all amendments have been disposed of.

### **Adjournment**

40. A member may move "that the debate (or meeting) be now adjourned". Discussion shall be in order, but only amendments as to the time and/or place shall be permitted. The motion shall take precedence over other business before the Chair except points of order. These motions may not be moved a second time until a reasonable period has elapsed.

### **Committee of the Whole**

41. A General Meeting may at any time during the discussion of a motion or an amendment resolve itself into a committee of the whole.

### **Voting**

42. Voting shall be by voices or by show of hands except where specified by the Chairman or when electing office bearers. A secret ballot will then take place.

### **Suspension of Standing Orders**

43. Standing Orders 1 - 42 or any of them may be suspended by a majority of those present. A motion to this effect shall be open to debate.

### **Reflections**

44. No member shall reflect on the vote of a meeting, except on a motion for the rescission of any resolution previously adopted. No member shall reflect on a Section of the Constitution or a Standing Order, except on a motion (of which due notice was given) to amend or repeal such Section or Order.
45. Notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from the Standing Orders which was not detected until after the decision was made.

### **Interpretation**

46. The Chairman shall, subject to appeal to the meeting, interpret those Standing Orders and the Constitution of the Council.

### **Residuary**

47. Any matters not dealt with in the above Standing Orders shall be governed by the principles of the Common Law.

### **Amendments of Orders**

48. These Standing Orders shall not be amended, rescinded, or added to except on notice of motion in accordance with Section 14 and 15 of the Constitution, by a quorum of members present.

The Scout Association of Australia NSW Branch  
Greater Western Sydney Region Rover Council Constitution  
**By-Law II**  
As Amended April 1998

**Submission Process for Baden Powell Award Applicants**

1. For the purpose of this By-Law:
  - a) "Applicant" shall refer to a Rover having completed the components, as described by the Baden Powell Award guidelines, required to seek approval of their Baden Powell (BP) Award.
  - b) "Submission" shall refer to all supporting documentation, all appropriate paperwork in connection to the applicants BP Award attempt and the presentation of such.
2. The applicant shall be presented to the region review committee meeting by their Crew Leader or other representative of their Rover Crew as nominated by that Crew.
3. Complete submissions shall be presented before the region BP review committee, where in attendance shall be:
  - a) Regional Executive officers, and;
  - b) Invited Rovers and Ex-Rovers having completed their BP Award.
3. The BP review committee shall comprise of:
  - a) A minimum of four (4) people;
  - b) Half of this committee being Rovers or Ex-Rovers having completed their BP Award,
  - c) Half of this committee chosen by the applicant.
5. The BP review committee and guests shall interview the applicant.
6. Issues that may impact on the successful attainment of the Baden Powell Award will be discussed with the applicant. At this point the applicant may choose to either:
  - a) Pursue presentation to RRC, or;
  - b) Proceed to rectify the issue.
7. At the following or agreed RRC meeting the Chairperson shall inform the Region of the submission.
8. The applicant shall present their submission for discussion and acceptance at the RRC.
9. At the completion of any discussions the Chairperson will move that the submission be approved. Voting shall be on the basis of one (1) vote per represented Rover Crew of the Region.
10. An accepted submission, with the Chairperson and Regional Commissioner's endorsement shall be sent for the approval of the Branch Commissioner for Rovers.
11. An unsuccessful submission shall be discussed and areas identified as those affecting this vote explained to the applicant.
12. A break in the submission process, such as changes to the components of the applicant's submission, requires the submission process be recommenced.

## Presenting Your Baden Powell Award to the Region.

*NOTE: This information is to assist in the interpretation of By-Law II, "Submission Process for Baden Powell Award Applicants", Greater Western Sydney Region Rover Council Constitution.*

Once your Baden Powell Award has been accepted by your Rover Crew, it is now time to present it to the Regional Rover Council (RRC) for their approval. These guidelines are drawn from the Greater Western Sydney Constitution, By-Law II, Submission Process for Baden Powell Award Applicants.

1. Advise the Regional Executive that your Crew Leader or person nominated by your Crew will be presenting you as having completed the sections of your Baden Powell (BP) Award and seek to have it accepted by the Region.
2. With your Crew Leader, or other elected crew representative, arrange to take your submission to the BP review meeting. The Executive shall have invited current and ex Rovers who have previously completed their BP awards and understand this. The Executive will advise you who these people will be, and you may nominate at least two people to be present at this review meeting.
3. At this meeting ensure you have completed your BP Award application form (your Regional Executive can provide you with this prior to the meeting) and have a letter of reference from your Rover Crew supporting your submission.

The letter of reference should provide information about you to the executive and the previous BP Award recipients, such as your profession, hobbies and interests, Scouting achievements and a brief background summary. This information will assist in reviewing your submission.

4. Present your submission at this meeting. Your supporting documentation of your BP Award attempt should be presented at this time also.
5. The Executive and guests will ask you questions about your BP. If any issues are identified they will be discussed with you at this meeting.
6. Where any issues are identified, it is your decision to either make an effort to rectify the issue or pursue presentation of your submission at the Regional Rover Council meeting.
7. At the RRC, the Chairperson shall inform the Region that a submission has been made. The applicant shall present their BP submission for the region and may be asked questions by the Region.
8. At the completion of your presentation, your submission shall be subject to a vote on a basis of one vote per represented Rover Crew at the RRC.
9. If the vote is successful your submission with the Chairperson and Regional Commissioner's endorsement are sent for the approval of the Branch Commissioner.
10. If the vote should be unsuccessful, any areas identified as affecting this vote shall be explained to you.

**NOTE:** This information serves only as a guideline for Baden Powell Award applicants. For more detailed information refer to By-Law II, Greater Western Sydney Region Rover Council Constitution; or contact your Region Executive or Regional Commissioner.