

# CAMS New South Wales / ACT State Council Executive Standing Orders

## 1. Background

- (a) In accordance with clause 12(a) of the Constitution, a State Council has been established in each State of Australia.
- (b) In accordance with clause 3.1 ix)(1) of the Council Standing Orders the Council has appointed a State Council Executive to undertake the business of the Council and/or to provide a mechanism to expedite decision making.
- (c) The object of these Executive Standing Orders is to define the functions and responsibilities of the State Council Executive.

## 2. Definitions and Interpretation

### 2.1 Definitions

- (a) **Affiliated Club** means a club which is affiliated with CAMS and which is within the jurisdiction of the State Council.
- (b) **Board** means the board of CAMS.
- (c) **CAMS** means the Confederation of Australian Motor Sport Ltd.
- (d) **Chairperson** means the chairperson of the Executive.
- (e) **Constitution** means the constitution of CAMS.
- (f) **Deputy Chairperson** means the deputy chairperson of the Executive.
- (g) **Executive** means a group composed of the State Council executive members as appointed by the State Council.
- (h) **Executive Meeting** means a formal meeting of the Executive.
- (i) **Executive Member** means a member of a Executive and includes the Chairperson and the Deputy Chairperson.
- (j) **Executive Standing Orders** means these 'CAMS New South Wales / ACT State Council Executive Standing Orders'.
- (k) **State Council** means the CAMS State Council in New South Wales / ACT under which the Executive serves.
- (l) **State Council Standing Orders** means the standing orders of the State Council.

## **2.2 Interpretation**

The rules for interpretation stated in the CAMS National Competition Rules apply to these Executive Standing Orders. The State Council Standing Orders prevail over these Executive Standing Orders to the extent of any inconsistency.

## **3. Establishment**

- (a) The Executive shall co-ordinate activities within its defined area of responsibility as described in these Standing Orders.
- (b) The Executive may make any policy or procedure in relation to the operation of that Executive in addition to these Executive Standing Orders, however any such rule, policy or procedure shall only have effect to the extent that it does not conflict with these Executive Standing Orders, the State Council Standing Orders, Constitution and CAMS' rules, policies and procedures.
- (c) Any policy or procedure of the Executive in existence prior to these Executive Standing Orders remains in full force and effect, however any such policy or procedure shall only have effect to the extent that it does not conflict with the State Council Standing Orders.
- (d) The Executive, each Executive Member and Executive Meeting shall comply with the State Council Standing Orders, these Executive Standing Orders, Constitution and CAMS' rules, policies and procedures.

## **4. Composition**

### **4.1 Executive Members**

- (a) The process for the appointment of each Executive Member (other than the Chairperson) shall be by a mechanism adopted by the State Council. Nothing in these Executive Standing Orders affects the rights of the State Council to elect or appoint Executive Members.
- (b) The Executive shall be composed of the following Executive Members:
  - (i) a Chairperson, who shall be the member elected as State Council Chairperson;
  - (ii) a Deputy Chairperson, who shall be the member elected as State Council Deputy Chairperson;
  - (iii) a Alternate Elected Director, who shall be the member as elected by the State Council;
  - (iv) the Elected Director, who shall be an ex-officio member; and
  - (v) seven additional Executive Members in addition to a Chairperson and Deputy Chairperson,
- (c) To be eligible for appointment to the Executive, a person shall be a member of an Affiliated Club or the holder of a CAMS licence (or both).

### **4.2 Elections**

Election of the office bearers of the Council (namely the Chairman, Deputy Chairman, State Executive Members, Elected Director and Alternate Elected Director and any others as determined by the Council), shall be by an electoral process determined and adopted by the

Council such as will satisfy the requirements of the Constitution and as is approved by the Board of CAMS.

#### **4.3 Terms of Office**

- (a) Appointment to the office of Chairman, Deputy Chairman, Executive Member, State Panel member or other appointment within the remit of that Council may be terminated for any of the reasons described in the Council Standing Orders.
- (b) A casual vacancy amongst the members described in clause 2, shall be filled in accordance with the electoral process determined and adopted by the Council such as will satisfy the requirements of the Constitution and as is approved by the Board of CAMS.
- (c) Subject to provisions in the Council Standing Orders relating to the earlier death, resignation, disqualification, retirement or removal of members, Executive members shall remain in office from 1 January in the calendar year following that of their election until 31 December in the third calendar year following that of their election. Two Executive members shall retire in the first year, three in the second and two in the third until, after three years the seven original Executive members have retired after which, those Executive members (or their replacements) who first retired, shall retire and so on.
- (d) Alternate Elected Directors shall hold office for a period as defined by the Constitution.
- (e) The Chairman and Deputy Chairman shall hold office for a period as defined by the Council Standing Orders.

### **5. Operation**

#### **5.1 Procedures**

- (a) The Executive shall meet not less than six (6) times in each year.
- (b) The date, time and place of each meeting shall be as determined by the Executive members and notified to each eligible person at least seven (7) days prior to the meeting.
- (c) At each meeting of the Executive, the Chairman shall take the chair. In the Chairman's absence, the Deputy Chairman shall take the Chair. In the absence of both, the Executive shall elect a Chairman from amongst those present.
- (d) The Chairman of Panels set up by the Executive or Council shall be entitled to attend meetings but will only have the right of discussion on topics directly connected to their particular panel, unless approved by the Chairman of the meeting.
- (e) Business not listed or which does not otherwise arise from a matter listed in the agenda for the meeting may be dealt with at the discretion of the Chairman, or by two-thirds majority of the meeting.
- (f) The accepted rules of debate shall apply to each meeting. Members shall address only the Chairman who shall be the sole judge of who has the right to speak.
- (g) The minutes of each meeting of the Executive shall be provided to each member of the Executive within 14 days of such meeting for approval, except where reasonable circumstances prevent this from occurring.
- (h) Once the Executive members have approved these minutes, they are deemed 'unconfirmed minutes' of the meeting. These unconfirmed minutes are not to be distributed outside of the Executive members.

- (i) At the next meeting, the 'Unconfirmed minutes' of the previous meeting are to be ratified by the Executive to become 'Confirmed minutes'. Within seven (7) days, these minutes are to be distributed to all relevant parties and the CAMS NSW office will place the minutes on the CAMS website.

## **5.2 Quorum**

- (a) The quorum for a Executive meeting shall be at least half the voting members, plus one.
- (b) If within thirty (30) minutes after the time appointed for the meeting a quorum is not present the meeting shall stand adjourned until a time and date as determined by the Chairman.

## **5.3 Voting**

- (a) The rules which apply to voting at each Executive Meeting shall include:
- (b) The members of the Executive shall have the right of discussion (including that of moving or seconding motions) and shall have one deliberate vote only.
- (c) The Alternate Director shall have the right of discussion (including that of moving or seconding motions) and shall have one deliberate vote only. If the Alternate Director is also a member of the Executive they shall not be entitled to more than one deliberate vote.
- (d) The Elected Director shall have the right to move and to second motions, and of discussion, but shall have no vote, deliberate or casting.
- (e) Any other person present may be granted by the chair leave to discuss matters before the meeting, but shall have no deliberate vote.
- (f) In the event of equality of votes, there is no casting vote and the motion shall be declared lost;
- (g) voting on general matters other than elections at a meeting of the Executive shall be by show of hands, unless otherwise decided by a majority of those present and eligible to vote;

# **6. Conduct**

## **6.1 Consultation**

- (a) Each Executive Member shall ensure that the interests of all stakeholders are considered fairly and equitably in its deliberations, recommendations and decisions. All deliberations, recommendations and decisions shall be in the best interests of CAMS, the discipline and motor sport generally.
- (b) In pursuing an issue, each Executive Member shall consider each of the following:
  - (i) the potential implications of its deliberations, recommendations and decisions on all competition activity;
  - (ii) competition in each State and Territory and nationally; and
  - (iii) any potential impact on other disciplines.
- (c) Where deliberation is required to avoid technical or discipline-related inconsistencies, the Executive shall liaise through the State Council with each other relevant CAMS State Panels, and Commissions.

## **6.2 Confidentiality**

The content of all agenda papers, reports, emails and other correspondence intended for a Executive Member, or any other information communicated to a Executive Member during the performance of their duties, is confidential. Such information shall not be shared, or disseminated without prior written consent from the Chairperson. Any information received by a Executive Member from other sources which is pertinent to the Executive in the performance of its duties shall be forwarded to the Chairperson where it is permissible to do so.

## **6.3 Conflicts of Interest and Pecuniary Interests**

There is potential for a Executive Member to be faced with a situation where they may encounter a real or potential conflict of interest or a matter in which they have a pecuniary interest. If this occurs, and in accordance with the principles of good governance, each Executive Member:

- (a) is required to declare such interest prior to the commencement of discussion of the issue;
- (b) may take part in the discussion to contribute technical knowledge and relevant information;
- (c) if the conflict and/or pecuniary interest is of a direct commercial nature (e.g. a supplier, manufacturer, repairer or producer involved in the relevant subject matter), shall limit their comments to the provision of technical or factual issues; and
- (d) shall not be involved in any decision making process (including casting a vote either directly or via a proxy).

# **7. Powers and Responsibilities**

## **7.1 Functions**

- (a) The Executive shall carry out the function and responsibilities of the NSW State Council as set out in the State Council Standing Orders with the exception of clause 4.4 Elections.
- (b) The Executive shall, at all times, report to the State Council.

## **7.2 Environmental**

The Executive and its activities shall be conducted with acute consideration of environmental matters. The Executive and each Executive Member shall conduct themselves in a manner that minimises the overall detriment of the natural and manmade environment.

# **8. Modification**

These Executive Standing Orders may only be amended by a decision of the State Council.

Date approved by the New South Wales / ACT State Council: 20/08/2016 (NSWSC 0127)
---