

# State Panel Standing Orders

## Version 2.1

### Version History

| Version | Approved By | Approved Date / Minute | Effective Date   | Sections Modified  |
|---------|-------------|------------------------|------------------|--|
| 1.0     | CAMS Board  | 27.07.2016 / C06571    | 01 January 2017  | New version arising from State Panel review.               |
| 2.0     | CAMS Board  | 04.11.2016 / C06625    | 01 January 2017  | Update to clauses 3.1, 5.3(a), 6.3(a)(ii), and formatting. |
| 2.1     | CAMS Board  | 18.02.2017 / C06683    | 18 February 2017 | Update to clauses 5.1(b)(iii) and 7.2.                     |

# Standing Orders

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## 1. Scope

- (a) In accordance with clause 12(a) of the Constitution, a State Council has been established in each State of Australia.
- (b) Each State Council may appoint one or more Panels to advise and support CAMS and the State Council in the efficient administration of motor sport across Australia.
- (c) These Panel Standing Orders applies to all Panels as appointed by State Councils of CAMS.

## 2. Objective

- (a) The object of these Panel Standing Orders is to define the functions and responsibilities of each Panel.

## 3. Definitions and Interpretation

### 3.1 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) **CEO** means the Chief Executive Officer of CAMS.
- (e) **Chairperson** means the Chairperson of a Panel.
- (f) **Constitution** means the Constitution of CAMS.
- (g) **Contract or other agreement** means any transaction, arrangement or understanding, whether verbal or written, binding CAMS or the Panel to any obligations or responsibility.
- (h) **Deputy Chairperson** means the Deputy Chairperson of a Panel.
- (i) **Non-Sporting Panel** means a Panel as further described in clause 8.1.
- (j) **Panel** means a group of honorary officials appointed by the State Council to provide advice and support to CAMS and that State Council on an area of particular knowledge.
- (k) **Panel Meeting** means a formal meeting of a Panel.
- (l) **Panel Member** means a member of a Panel and includes the Chairperson and the Deputy Chairperson.
- (m) **Panel Standing Orders** means these ‘CAMS State Council Panel Standing Orders’.
- (n) **Sporting Panel** means a Panel as further described in clause 8.1.
- (o) **State Council** means the CAMS State Council in under which the Panel serves.
- (p) **State Council Executive** means the group composed of the State Council Executive members as appointed by the State Council.

- (q) **State Council Standing Orders** means the Standing Orders of the State Council.

### **3.2 Interpretation**

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

## **4. Establishment**

- (a) These Panel Standing Orders apply to each Panel and Panel Member in the State and, where relevant, the associated Territory.
- (b) A Panel may make any policy or procedure in relation to the operation of that Panel in addition to these Panel Standing Orders, however any such rule, policy or procedure shall only have effect to the extent that it does not conflict with these Panel Standing Orders, the State Council Standing Orders, Constitution and CAMS' rules, policies and procedures.
- (c) Any policy or procedure of a Panel in existence prior to these Panel 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 these Panel Standing Orders and the State Council Standing Orders, Constitution and CAMS' rules, policies and procedures.
- (d) Each Panel, Panel Member and Panel Meeting shall comply with the State Council Standing Orders, these Panel Standing Orders, Constitution and CAMS' rules, policies and procedures.

## **5. Composition**

### **5.1 Panel Members**

- (a) The process for the appointment of each Panel Member shall be by a mechanism outlined in these Panel Standing Orders
- (b) Each Panel shall be composed of the following Panel Members:
- (i) a Chairperson,
  - (ii) a Deputy Chairperson; and
  - (iii) between three (3) and fourteen (14) additional Panel Members, in addition to a Chairperson and Deputy Chairperson,
- as appointed or elected by the State Council.
- (c) To be eligible for appointment to a Panel, a person shall be a member of an Affiliated Club or the holder of a valid CAMS licence (or both).

### **5.2 Chairperson and Deputy Chairperson**

- (a) The State Council shall elect a Chairperson to each Panel. Once appointed, the Chairperson shall be a Panel Member with rights and obligations as stated in this Policy.
- (b) The Chairperson shall appoint a Deputy Chairperson to each Panel from among the Panel Members appointed in compliance with clause 5.3.
- (c) A retiring Chairperson or Panel Member shall be eligible for appointment to a further term of office.

### **5.3 Appointments**

The process for appointments of the Panel Members shall be:

- (a) Not later than 30 November in each year (or at any other time in the case of termination or vacancy of a Panel Member), the Chairperson shall invite nominations for appointment as a Panel Member from those eligible individuals stated in clause 5.1. The invitation shall be publicised and remain open for at least fourteen (14) days.
- (b) Each nomination shall be:
  - (i) in writing; and
  - (ii) on the form prescribed by the State Council for that purpose.
- (c) The Chairperson shall select the proposed Deputy Chairperson and Panel Members from those nominated (or from elsewhere) and present to State Council along with a list of all nominees who have not been selected.
- (d) All appointments remain subject to State Council ratification.
- (e) The Chairperson shall advise the Deputy Chairperson and each Panel Member of that appointment.

### **5.4 Terms of Office**

- (a) Unless determined otherwise by the State Council, the term of a Panel Member shall be three (3) calendar years, commencing on 1 January and ending on 31 December in the relevant year. Panel Members are permitted to be appointed to the position of a Panel Member on more than one occasion.
- (b) A Panel Member may:
  - (i) resign at any time; and
  - (ii) have their position terminated in accordance with the State Council Standing Orders.
- (c) Where a Panel Member's position is vacant, a replacement Panel Member may be appointed by the process determined by the State Council (or in the absence of any determination, the process stated in clause 5.3), in which case the replacement Panel Member shall hold that position for the remainder of the original Panel Member's term.

## **6. Operation**

### **6.1 Procedures**

- (a) Each Panel shall meet not less than four (4) times in each year. Each Panel Meeting shall be held in person unless agreed otherwise by the Panel.
- (b) The date, time and place of each Panel Meeting shall be notified by the Chairperson to each Panel Member and to the State Council at least seven (7) days prior to a Panel Meeting.
- (c) The onus of advising the Chairperson of a Panel Member's address from time to time rests with each Panel Member.
- (d) The Chairperson shall take the chair at each Panel Meeting. In the absence of the Chairperson, the Deputy Chairperson shall assume the duties of Chairperson for the duration of that Panel Meeting. In the absence of both the Chairperson and Deputy

Chairperson, present Panel Members shall elect a person from among those present Panel Members to act as the Chairperson for that Panel Meeting.

- (e) The Chairperson (or nominated delegate) shall circulate an agenda for each Panel Meeting not less than three (3) days prior to the time set for the Panel Meeting.
- (f) Business not listed (or which does not otherwise arise from a matter listed) on the agenda for the Panel Meeting shall be discussed only with the consent of the Chairperson.
- (g) Commonly accepted rules of debate shall apply to each Panel Meeting. The Chairperson shall control the agenda, all business and conduct of any debate at a Panel Meeting. Each Panel Member shall only address the Chairperson.
- (h) The Chairperson may exclude from the Panel Meeting any person who acts in a manner which is disruptive, disturbing or discourteous.

## **6.2 Quorum**

- (a) The quorum for a Panel Meeting shall be no fewer than 50% of the number of Panel Members.
- (b) Panel Members shall notify the Chairperson if they are unable to attend a Panel Meeting.
- (c) If, within 15 minutes after the time appointed for a Panel Meeting, a quorum is not present:
  - (i) the Panel Meeting shall stand adjourned for up to one (1) hour or until a quorum is achieved (whichever is earlier); and
  - (ii) if at the end of the hour a quorum is still not present the Panel Meeting shall stand adjourned and a notice shall be sent within seven (7) days to each Panel Member calling a Panel Meeting on a new date which shall be within twenty-eight (28) days of the adjourned Panel Meeting.
- (d) Where a Panel Meeting fails to achieve a quorum, business set down for consideration shall be referred to the next Panel Meeting.

## **6.3 Voting**

- (a) The rules which apply to voting at each Panel Meeting shall include:
  - (i) Each Panel Member other than the Chairperson and Deputy Chairperson shall have the right to move and to second motions, to discuss such motions and to vote on any matter before that Panel.
  - (ii) The Chairperson and Deputy Chairperson shall have the right of discussion and to move and to second motions, but shall not have any right to vote.
  - (iii) While a Panel Member is serving as the Acting Chairperson, they shall have the right of discussion and to move and to second motions, but shall not have any right to vote.
  - (iv) Each Panel Member other than the Chairperson and Deputy Chairperson shall be entitled to exercise one (1), and only one (1), deliberative vote on any matter before the Panel.
  - (v) For any motion to be carried, it shall be supported by a majority of eligible votes cast and, in any case, by not less than 50% of votes available at the Panel Meeting.

- (vi) In the event of equality of votes, there is no casting vote and the motion shall be declared lost.
- (vii) Proxy voting is not permitted at a Panel Meeting.
- (b) Voting on matters other than elections at a Panel Meeting shall be by show of hands, unless otherwise decided by a majority of those present and eligible to vote.

## **6.4 Attendance at Meetings**

Each of the following shall have the right to attend and discuss, but not move, second or vote at each Panel Meeting:

- (a) a member of the State Council Executive;
- (b) a member of CAMS staff appointed to the relevant area of responsibility of the State Council;
- (c) any person who is invited by the Chairperson;
- (d) a Board member; and
- (e) the CEO.

## **7. Conduct**

### **7.1 Consultation**

- (a) Each Panel 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 Panel 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 Panel shall liaise through the State Council with each other relevant CAMS State Panels and Commissions.

### **7.2 Confidentiality**

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

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

There is potential for a Panel 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 Panel 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).

## 8. Powers and Responsibilities

### 8.1 Designation of Panels

Each Panel shall be designated by the State Council as a Sporting Panel or a Non-Sporting Panel in accordance with the following:

- (a) **Sporting Panel:** A Panel appointed by State Council to manage each State Championship and/or Series within that State (and associated Territory) to provide advice regarding the specific disciplines. Sporting Panels may include but are not limited to Rally, Off Road, Speed, Hill Climb, Super Sprint, Motor Race, Auto-test and Drift.
- (b) **Non-Sporting Panel:** A Panel appointed by a State Council to manage officials' appointments, officials' grading and assessments within the State (and any associated Territory) and to provide advice on non-sporting matters. Non-Sporting Panels may include but are not limited to Officials, Scrutiny and Steward Panels.

### 8.2 Functions

In accordance with, and in addition to, the functions and responsibilities delegated to the State Council under the Constitution, each Panel shall:

- (a) support and nurture each Affiliated Club in its area so that they will achieve increased participation;
- (b) co-ordinate activities of its defined area of responsibility directed by the State Council;
- (c) actively contribute to the achievement of the State Council's objectives and CAMS' strategic plan and objects;
- (d) administer any specific powers and responsibilities delegated to it by the State Council;
- (e) comply with any direction issued by the State Council, Board or CEO;
- (f) advise and consult with the State Council and each CAMS Commission and Committee on matters relating to its area of responsibility;
- (g) provide advice and assistance to each Affiliated Club within their area of responsibility;
- (h) where appropriate, offer and receive advice from each CAMS Commission;
- (i) support, develop and grow motor sport, and to propose and oversee the pursuit of the objectives and define and implement strategies for the viable development and management of motor sport in accordance with policy or plans as expressed by the State Council, Board or CEO from time to time; and
- (j) maintain any other documentation required by the Panel,

and in addition and in the case of each Sporting Panel:

- (k) administer and maintain sporting regulations in relation to the relevant discipline;
- (l) formulate the relevant discipline's annual calendar;
- (m) through the State Council, maintain communication and liaison with each Commission and related State Panel in matters of common interest;
- (n) co-ordinate the conduct of each CAMS Championship and Series in the relevant discipline; and
- (o) compile and audit all Championship and Series points relating to the relevant discipline.

### **8.3 Reporting to State Council**

- (a) Each Chairperson shall report to the State Council on the activities and progress of the Panel for its designated area of responsibility at each meeting of the State Council.
- (b) Draft minutes of each Panel Meeting shall be forwarded by the Chairperson to the State Council Executive within fourteen (14) days of the conclusion of each Panel Meeting and final minutes promptly after confirmation.
- (c) The State Council may suspend the delegation to a Panel where the Panel fails to provide to the State Council the information referred to in this clause within any time periods stated.

### **8.4 Contracting**

Each Panel shall NOT enter into any contract or other agreement relevant to its activities without the agreement of the relevant State Council Chairperson and the CEO. Any such contract or agreement shall be subject to the following:

- (a) All Panel expenses shall be within any limits set by the State Council or the CEO.
- (b) Any agreement shall only be entered into for the furtherance of the purposes of the Panel as approved by the State Council.
- (c) No agreement shall exceed three (3) years' duration without the prior approval of the State Council.
- (d) The form of any agreement shall comply with the form or other requirements as determined by CAMS from time to time.
- (e) Each Panel agreement shall be approved by at least the Chairperson, the Chairperson of the State Council and the CEO.

### **8.5 Financial**

- (a) Each Panel which raises fees or levies shall have a levy account which is dedicated to the purposes of those moneys and which is managed by CAMS. To establish a dedicated levy account, a Panel shall make a written application to CAMS. No accounts shall be held outside of the control of CAMS. Each Panel shall ensure that complete records are kept in relation to transactions in that account and that the funds of that Panel are only used for the purposes of that Panel.
- (b) Only a Sporting Panel may collect fees and levies to assist with the conduct of CAMS state championships, series or competitions which are conducted within that Panel's area of responsibility. Any such fee or levy shall be placed in a CAMS levy account set up specifically for that purpose. No fees may otherwise be collected from any event not recognised as part of a Championship or Series.



- (c) No Panel Member shall, by virtue of or in respect of the work done for their Panel, be entitled to receive any fee, salary, wage or honorarium. A Panel Member may receive reasonable reimbursement (as determined by the State Council) for out of pocket expenses properly incurred by the Panel Member on behalf of the State Council while undertaking duties on behalf of the Panel. Each Panel Member, other than the Chairperson, shall have any such claims approved by the Chairperson, any such claims shall be submitted to the State Council Executive for approval. Any approved reimbursement shall be drawn from the Panel's levy account.

## **8.6 Environmental**

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

## **9. Modification**

These Panel Standing Orders may only be amended by the Board, who may do so as it deems necessary from time to time.