



**THE ENTOMOLOGICAL SOCIETY OF
QUEENSLAND INCORPORATED**

CONSTITUTION AND BY-LAWS

ADOPTED 12 NOVEMBER 2007

THE ENTOMOLOGICAL SOCIETY OF QUEENSLAND INCORPORATED

CONSTITUTION

A word or expression that is not defined in this constitution but is defined in the *Associations Incorporation Act 1981* has, if the context permits, the meaning given by the Act.

1. Name

The name of the Society shall be 'The Entomological Society of Queensland Incorporated'.

2. Objects

The Entomological Society of Queensland is formed for the furtherance of pure and applied entomological science.

Without limiting in any way the discretion or powers of the Council, the objects may be achieved in any or all of the following ways:

- (a) by fostering communication and exchange of information among Members;
- (b) by organising speakers at meetings of the Society;
- (c) by distributing a *News Bulletin* following each General Meeting;
- (d) by publishing a journal entitled the *Australian Entomologist*, to be of a scientific standard that will ensure the interest of members and other Australian and overseas entomologists;
- (e) by such other activities that may be conducive to attainment of the objects.

3. Membership

- (a) **Members.** Persons who are interested in the study of insects and allied arthropods and whose nominations have been approved by the Council shall be eligible for election to membership of the Society.
- (b) **Joint Membership.** Upon application to the Council, two Members resident in the same household may be granted Joint Membership. Both of the Joint Members will enjoy all the Privileges of Membership, except that they will receive only one copy of each issue of the *News Bulletin*, which will be addressed to both of the Joint Members.
- (c) **Student Membership.** Students, at the discretion of the Council, may be admitted as Student Members. Student Membership will confer on

the said Member all the Privileges of Membership, but at a reduced annual subscription.

- (d) ***Honorary Membership.*** The Council can recommend to the Society for Honorary Membership any person who has rendered distinguished service to Entomology. Such recommendations shall be endorsed at a General Meeting of the Society by a majority ballot of the Members present. The number of Honorary Members shall not exceed 10 at any one time. Honorary Members shall be exempt from the payment of subscriptions to the Society but shall otherwise have all the Privileges of Membership.
- (e) ***Proposal for Membership.*** Any proposal for membership of the Society shall be signed by two Members, consented to by the nominee, and presented at the next meeting of the Council. Following approval of the application by a two-thirds majority of the Council, a ballot shall be held at the following General Meeting and a two-thirds majority of the Members present will constitute an election.

4. Privileges of Membership

Subject to Clauses 6 and 7, a Member of the Society shall:

- (a) Have the right to attend and vote at business sections of all Annual General and General Meetings of the Society;
- (b) Be eligible for election to any office of the Society;
- (c) Have the right to introduce visitors at any meeting of the Society;
- (d) Be entitled to receive one copy of every issue of the Society's *News Bulletin* published during the year in which the Member was admitted to membership, and thereafter whilst a Member;
- (e) Be eligible to seek endorsement on any permit granted to the Society.

5. Finance

- (a) The financial year shall end on 31 December each year.
- (b) The annual subscription shall be determined from time to time by the Council.
- (c) The annual subscription shall be due on 1 January each year.
- (d) In the case of new Members, the annual subscription shall be due immediately on election.

- (e) There shall be a General Account kept in a Queensland financial institution by the Treasurer, and operated by the signature of any two of the Treasurer, Secretary and President.
- (f) There shall be a Journal Account kept by the Business Manager of the *Australian Entomologist* for all transactions pertaining to publication of that journal, and operated by any two of the Business Manager of the *Australian Entomologist*, Editorial Coordinator of the *Australian Entomologist*, the Treasurer and the President.
- (g) The accounts of the Society shall be audited annually by the Auditor.
- (h) The income and property of the Society shall be applied in promotion of its objects. Members of the Council will not be paid an honorarium for their duties as Members of that Council. No dividend shall be paid to and no income or property of the Society will be distributed among the Members.
- (i) Nothing in the preceding subclause shall prevent the payment to a Member of the Society for goods or services actually supplied or rendered to the Society, or as a Student Award to a Member.

6. Management

- (a) The affairs of the Society shall be managed by a Council consisting of a President, a Senior Vice-President, a Junior Vice-President (retiring President), a Secretary, a Treasurer, a *News Bulletin* Editor, the Business Manager of the *Australian Entomologist*, and three other members (Councillors).
- (b) The Council shall assume office immediately upon its election at an Annual General Meeting and shall retire upon the election of its successor at the next Annual General Meeting.
- (c) Should any position on the Council (except that of Junior Vice-President) become vacant, the Council shall have the power to appoint a member to fill the vacancy.
- (d) The Council shall meet as often as is required to transact the affairs of the Society effectively.
- (e) At meetings of the Council, a quorum shall consist of five members.
- (f) The Council shall have the power to make, alter or revoke By-Laws not inconsistent with the *Associations Incorporation Act 1981* or with this Constitution for the internal management of the Society and any such By-Laws shall, until altered or revoked, be as valid and binding on Members of the Society as if they were part of this Constitution.

By-Laws made, altered or revoked by the Council shall be published in the *News Bulletin of the Entomological Society of Queensland*.

- (g) The Council shall have the power to appoint an Editor of the *Australian Entomologist*, Assistant Editors of the *Australian Entomologist*, and an Editorial Coordinator of the *Australian Entomologist*.
- (h) In addition to all powers and functions conferred upon an incorporated association by law, the Society may for the purpose of carrying out all or any of the objects hold and dispose of real property, enter into contracts, receive and make gifts, act as a trustee, borrow money, be a beneficiary, and perform all such acts in the law as are required or are incidental to such legal functions.

7. Election of the Council

- (a) Nominations for each of the offices of the Council must be in the hands of the Secretary 6 weeks prior to the date of the Annual General Meeting, and the Secretary shall send a list of such nominations to Members at least 3 weeks prior to the date of the Annual General Meeting. In the absence of a nomination for any particular office, the President or Chairperson may receive nominations at the Annual General Meeting.
- (b) The election shall be held by ballot of the Members present at the Annual General Meeting. Any Member who is unable to attend the Annual General Meeting may appoint in writing to the Secretary before the meeting a Member of the Society to act as a proxy on his or her behalf.

8. Meetings

- (a) The Annual General Meeting shall be held during the month of March in each year. The business shall include: a report by the Council on the activities of the Society during the past financial year; an audited statement of accounts presented by the Treasurer; election of the Council for the ensuing year; appointment of the Auditor for the ensuing year; an address by the retiring President.
- (b) General Meetings shall, at the discretion of the Council, be held on the second Monday of each month from April to December inclusive, except July.
- (c) Special Meetings may be called at the discretion of the Council.
- (d) At Annual General, General or Special Meetings a quorum shall consist of 10 Members.

- (e) Members shall be notified in writing at least 7 days in advance of an Annual General, General or Special Meeting, and the notice shall include the nature of the business of the meeting.

9. Officers of the Society

- (a) **President.** The President shall chair all Meetings of the Society, Council and Committees, act as the Society's representative in discussions with other bodies, and act for the Society in such other ways as may further the Objects of the Society. In the absence of the President, the Senior Vice-President, or in the absence of both, the Junior Vice-President, shall take the chair. In the absence of both Vice-Presidents, a Chairperson shall be elected by the members present. On a deadlock arising on any vote before a meeting, the President or Chairperson shall have a casting vote.
- (b) **Secretary.** The Secretary shall be a person residing in Queensland who is a member of the Society and elected by the Society as Secretary.

The Council may appoint and remove the Secretary at any time.

- (c) **Other officers.** Additional duties of Officers of the Society shall be as set out in the By-laws of the Society.

10. Local Groups

Members are encouraged to meet for activities not inconsistent with the Constitution of the Society. Such groups may not issue statements or incur any debts in the name of the Society, and should report on activities to the following Meeting of the Society.

11. Publications

- (a) **Zoological Nomenclature.** All publications of the Society must conform to the provisions of the most recent edition of the *International Code of Zoological Nomenclature*.
- (b) **News Bulletin.** The News Bulletin Editor shall be responsible for the preparation and circulation of a *News Bulletin of the Entomological Society of Queensland*, which shall include copies of minutes of all Annual General, General or Special Meetings of the Society.

A *News Bulletin* will be issued after each General Meeting, and a copy of each issue will be sent to each financial Member.

The *News Bulletin* will not constitute a formal publication in the sense of the *International Code of Zoological Nomenclature*.

- (c) ***Australian Entomologist.*** A Journal Publication Committee, consisting of the President, the Editor of the *Australian Entomologist*, the Business Manager of the *Australian Entomologist*, the Assistant Editors of the *Australian Entomologist*, and the Editorial Coordinator of the *Australian Entomologist*, shall be responsible for the preparation, publication and distribution of the *Australian Entomologist*.

Four issues of the *Australian Entomologist* will normally be published each year and a copy of each issue will be sent to financial subscribers.

- (d) **Other publications.** The Council may publish items of value in the field of Entomology; such items shall be made available at rates determined by the Council.
- (e) The Council may contribute grants towards publication of original contributions by Members. However, before any grant is authorised, the value of the contribution to Entomology and all aspects of financing its publication shall be assessed by the Council.

12. Termination of Membership

- (a) A Member may resign from the Society at any time by giving notice in writing to the Secretary. Such a resignation shall only take effect if all outstanding subscriptions have been paid and at the time when the notice is received by the Secretary, unless a later date is specified in the notice when it shall take effect on the later date.
- (b) A Member whose subscription is more than 6 months in arrears shall not be entitled to any of the Privileges of Membership.
- (c) Members whose subscriptions are more than 12 months in arrears shall be notified by the Treasurer of their deficits and, if their arrears are not paid within 3 months, will cease to be a Member of the Society and shall not be eligible for further nomination unless the full amount of the arrears, together with the subscription for the current year, is tendered with a further nomination.
- (d) If a Member:
- (i) is convicted in a Court of Law of an indictable offence, or
 - (ii) fails to comply with any of the provisions of this Constitution, or
 - (iii) conducts himself or herself in a manner considered to be prejudicial or injurious to the character or interests of the Society,
- the Council shall consider whether his or her Membership shall be terminated.

The Member concerned shall be given a full and fair opportunity of presenting his or her case and if the Council resolves to terminate his or her Membership they shall instruct the Secretary to advise the Member accordingly by sending it to the address for the Member in the register of

Members. The Member may, within 1 month after receiving such written notification, appeal to a General Meeting of Members. Notice in writing of his or her intention to appeal shall be given to the Secretary.

The Council shall convene a General Meeting to be held within 3 months of the date of receipt by the Secretary of a notice of intention to appeal, at a time suitable to the majority of Members to attend. At such a meeting, the appellant shall be given the opportunity of fully presenting his or her case either orally or in writing or partly by either of these means and the Council or those Members thereof who intend to terminate his or her Membership shall subsequently likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of a majority of financial Members present at that meeting.

Where any person, whose Membership the Council intends to terminate, does not appeal against the decision within the time provided by this Constitution, or so appeals but his or her appeal is unsuccessful, the Membership of that person shall thereupon be deemed to be terminated.

13. Dissolution

The Society shall be dissolved

- (a) if the Membership is less than ten persons, or
- (b) if a resolution to that effect is carried by a vote of a three-fourths majority of the financial members present at a General Meeting convened to consider the question.

The property and other assets of the Society remaining after the payment of all expenses and other liabilities shall be handed over to some other organization or organizations (having similar objects or in part similar objects) as the majority of Members present at such General Meeting, by resolution, may decide. The liability of each Member to contribute toward the payment of debts and liabilities of the Society or the costs and expenses of winding up the Society shall be \$1.00.

14. Common Seal

The Council shall provide a Common Seal for the Society and for its safe custody. The Common Seal shall only be used by the authority of the Council and every instrument to which the seal is affixed shall be signed by the President and shall be countersigned by the Secretary or by another member of the Council. The seal shall contain the words 'Entomological Society of Queensland Incorporated Common Seal'.

15. Amendment of the Constitution

This Constitution may be amended by a three-fourths majority of Members voting at a General Meeting or an Annual General Meeting either in person or by proxy. Any Member who is unable to attend may appoint in writing to the Secretary before the meeting a Member of the Society to act as a proxy on his or her behalf. Members shall be given 30 days written notice setting out the proposed amendments by sending it to the address for the Member in the register of Members.

THE ENTOMOLOGICAL SOCIETY OF QUEENSLAND INCORPORATED

BY-LAWS

1. Duties of Officers and Council Appointees

Duties of each of the Officers listed below are additional to those defined in the Constitution.

(a) President

- Chair General, Annual General and Special Meetings and Meetings of the Council.
- Oversee smooth running of the Council through communication with Council members and coordination of actions.
- Provide the common voice in liaison with the wider community.
- Invite speakers for General Meetings and ensure that these are listed in the *News Bulletin*.
- Ensure audiovisual equipment is available for General meetings.
- Introduce Speakers and arrange a vote of thanks.
- Request summaries of talks for *News Bulletin* Editor.
- Liaise with the Honorary Secretary to ensure that meeting venues are available, alcohol consumption permits have been obtained, and agendas are prepared for meetings.
- Prepare a report for the February edition of the *News Bulletin*.
- Give the outgoing President's address at the Annual General Meeting.

(b) Senior Vice-President

- Provide assistance and back-up for all duties of the President.
- Provide assistance to other Councillors when required.
- Prepare a list of potential speakers for the following year.

(c) Junior Vice-President

- Provide a guide to procedures and information to the council.
- Stand in for the President or Senior Vice-President when required.
- Assist with transfer of duties of President from previous year to current President.

(d) Secretary

Preparation for Meetings

- Apply for permission to consume alcohol and book rooms for meetings.
- Organise time, venue and agendas for Council Meetings and email agendas to Council Members prior to Council Meetings.
- Organise time and venue for General Meetings, collect agenda items and deliver agenda to President prior to the Meeting.
- Record minutes for both Council and General Meetings.

- Present a formal copy of minutes of previous Council Meeting at each Council Meeting.
- Print out an attendance record sheet, and distribute at General Meetings; record to be used for general minutes.

New Membership Applications

- Acknowledge receipt of an application form from a potential new member, and send a copy of a recent *News Bulletin*.
- Enter the new applicant's name into the *Nominations* part of the agenda for next Council Meeting.
- At the next Council Meeting, ensure that the Chairperson calls for the Council Members present to vote on acceptance.
- In the next General Meeting, ensure that the Chairperson calls for the Members present to vote on acceptance.
- Once voted into membership, ensure that the new member's name appears in the following *News Bulletin* (by incorporating them into the minutes of the General Meetings), and send the new member a welcome letter, along with a copy of the Constitution, a copy of the *Australian Entomologist* and a subscription form for that journal.

Correspondence Inwards

- Ensure that all correspondence is collected, promptly distributed and appropriately acknowledged.
- Table relevant mail items at meetings.
- Receive journals and organise exchanges with Societies approved by Council.
- Receive change of address information and returned *News Bulletins*. Keep the Treasurer up-to-date with member detail changes.
- Organise Student Award – advertise, collect entries, and send letters to entrants.

Correspondence Outwards

- Ensure that all correspondence is prepared and sent promptly.

Annual Report

Prepare a report containing:

- How many meetings each council member has attended.
- Title and speaker's name of each talk at General Meetings.
- Attendance records for each General Meeting.
- Name of Student Prize Winner.

(e) Treasurer

- Update signature authority with bank.
- Receive, bank and issue receipts for all subscriptions and other payments.
- Issue payments for expenses.
- Maintain and update a membership database including addresses and payment status.
- Print address labels for the *News Bulletin*.

- Issue subscription notices in the *News Bulletin*, by mail or by email.
- Balance income and expenditure for the financial year and ensure audit is completed.
- Provide written or verbal reports on financial status of Society at each Council Meeting.
- Provide a written report on the financial status of the Society for the February issue of the *News Bulletin*.
- Collect supper money or delegate this activity.

(f) News Bulletin Editor

- Obtain from Secretary, President and news contributors a transcript of talks at meetings, minutes of meetings, title of next talk and details of speaker, reminder notices, and general articles (People and Projects, Entomological Notes, News, Insect of the Month, Web Sites, BUG CATCH) for inclusion in the *News Bulletin*.
- As needed, place a reminder notice for Subscriptions and 'Red Dot' notices (due subscriptions) in *News Bulletin*.
- Ensure that *News Bulletin* is printed in multiples of four pages.
- Arrange for proofreading of the *News Bulletin*.
- Send *News Bulletin* to printers at least 2 weeks before next meeting; provide a hard copy as finished copy to printers.
- Post *News Bulletin* and email pdf version at least 1 week before next meeting.

(g) Councillors

- Promote the society and the talks at meetings.
- Endeavour to find new members and speakers.
- Undertake tasks at the request of the council.

(h) Permit Officer (usually a Councillor)

Issue of permits to collect for scientific purposes

- Receive requests for permits.
- Check eligibility of applicants.
- Send endorsed copy of permits to successful applicants.
- Keep record of successful applicants, their contact details and type of permit held.
- Liaise with President and Qld EPA/QPWS on interpretation of rules.
- Apply for new permits when current ones are close to expiry.
- Receive annual reports (returns) of collecting activities from all permit holders, send reminders about reports to members, collate the results of these returns, and report back to QPWS.
- Keep members up-to-date with permits and any changes through the *News Bulletin*.

Database of specimens collected under the permits

- Keep a database of specimens collected by members under the permits.
- Keep a register of the protected species collected under the permits.
- Send reminders about reports to members.

- Collate permit returns from members and assemble into a return for QPWS.
- Keep members up-to-date with permits and any changes through the *News Bulletin*.
- Assist with problems members have with permits and liaise with QPWS (Dr Geoff Lundie-Jenkins).

(i) Editor, *Australian Entomologist*

- Ensure that the *Australian Entomologist* is of a scientific standard that will ensure the interest of members and other Australian and overseas entomologists;
- Ensure that authors know when their paper has been accepted, rejected, or accepted with corrections.
- Liaise with authors to final proof stage.
- Send copy-ready journal to Assistant Editor to be forwarded to the printer.

(j) Assistant Editors, *Australian Entomologist*

- Organize refereeing of submitted manuscripts.
- Receive printer-ready copy of issues from the Editor.
- Organize printing of journal, including scanning, checking proofs and delivery.
- Stuff and label envelopes and mail journal.
- Organize and send reprints to authors.
- Keep Business Manager and Secretary supplied with back issues for sending out when requested or with new memberships.
- Store back issues of journal.
- Forward mail to either Business Manager or Editor, as appropriate.
- Forward cheques and invoices to Business Manager.

(k) Business Manager, *Australian Entomologist*

- Forward new manuscripts to the Editorial Coordinator.
- Prepare invoices for page charge and reprint costs, in response to orders from the editor, quarterly.
- Prepare subscription invoices annually or at other times at the request of subscription agents.
- Respond to orders from subscription agents.
- Bank all revenue received and send receipts where needed.
- Update membership records in hard copy, spreadsheet and postage label template, including changes of address, etc.
- Prepare cheques to cover expenses, postage, post-office box renewal, printing costs, etc.
- Send a complementary copy of the journal to interested parties when requested.
- Ensure that back issues are available for sale, etc.
- Assist with the journal mail-out.
- Liaise with the Council on issues raised by the Publications Committee.
- Prepare a financial report for each Council Meeting.

- Prepare a mid-year financial report for the Council to show progress and to provide a financial outlook for the year.
- Prepare an annual statement and report for the Annual General Meeting.

(I) Editorial Co-ordinator, *Australian Entomologist*

- Receive submitted manuscripts from the Business Manager.
- Inform editor of all incoming manuscripts.
- Ensure that a notice of receipt goes to corresponding author.
- Allot all manuscripts a unique number to enable ease of identification.
- Maintain an 'audit trail' for all manuscripts and keep the Editor and Assistant Editors up to date (by mail, phone or email) with stage of reviews and publication.
- Assess papers according to speciality and send papers to the most appropriate Assistant Editor.
- Collate referees reports and forward these with the manuscript to the Editor.
- Monitor revisions of papers by authors.

2. Student Award

The Student Award was established by the Society to encourage entomological research. It is open to any student that completed an Honours Degree, Postgraduate Diploma or 4-year Degree at a Queensland tertiary institution in the previous calendar year. Students do not have to be Members of the Society.

The Prize is a cash amount determined by the Council.

Students may submit their thesis or report on an entomologically related topic. Entries shall be judged by a panel of three Members appointed by the President. The winner will be announced at the May General Meeting and will be invited to present a summary of their research at the June 'Notes and Exhibits' General Meeting of the Society.

The Secretary will normally call for entries in the September-November *News Bulletins*, and the closing date for submissions is normally late April.

3. Perkins Memorial Lecture

The Perkins Memorial Lecture is delivered every odd-numbered year by an eminent entomologist chosen by the President. The theme of the lecture is chosen by the lecturer in consultation with the President. The Society pays for reasonable travel and accommodation costs for the lecturer.

The first Perkins Memorial Lecture was held in 1977 and it is in the memory and celebration of Frederick Athol Perkins (1897-1976). Perkins influenced entomology in Queensland for half a century in a way that no other

entomologist has yet emulated. He was a foundation member of the Entomological Society of Queensland and the first lecturer in entomology in 1926 in the Department of Entomology at the University of Queensland. Perkins is remembered for his passionate love and enthusiasm for all things entomological. In 1952, he became the first Head of the Department of Entomology. He retired in 1965.

4. Collection Permits

1. Members requiring endorsement on permits held by the Society should apply in writing (letter, email or fax) to the permit officer with contact details, a brief outline of their project and what they propose to use the permit for, including an outline of where in Queensland the permit would be used. They will be required to sign an application form and send it back to the permit officer.
2. The permit officer must assess the member's request based on the following criteria:
 - The person must be a fully financial member of the society;
 - The member must not have any history of commercial activities concerning insects (These members should be advised to seek a permit independent of the Society to avoid complications);
 - The member should not already be with an institution and undertaking work for a very specific project with a specific period, eg a PhD.
3. If there is any doubt about suitability, then the application must be brought before the Council for a decision.
4. Once the decision has been made that the member is eligible to be endorsed on the Society's permit, then they will receive:
 - A covering letter outlining the permit's use and advising them to consider all conditions before using the permit;
 - Copies of the permit/s;
 - An Excel file (hard copy) and example for them to return when the report is due.
5. The contact details of each member endorsed on these permits should be kept in a database, including email addresses, etc. All residential addresses and names of those gaining the permit should be forwarded to the contact officer at QPWS Toowoomba.
6. One month before an annual report to QPWS is due, reminder letters should be sent out requesting information on all specimens collected under this permit. The option should be given for members to submit an electronic form via email. If a permit holder does not reply, then QPWS must be informed.
7. The permit officer must compile the report and send it to QPWS. A report on the activities should go in the *News Bulletin*.

8. Two months before the permits expire, renewal applications should be submitted by the permit officer to QPWS and, when renewed, those wanting endorsement on the renewed permits must resubmit an application.
9. An audit of all permits should occur once a year to determine any unfinancial members currently endorsed on the permits. Unfinancial members are not eligible for endorsement on the Society's permit and must return their copy of the permit.

5. Registered Office

C/- Entomology Section
Queensland Museum
Cnr Melbourne and Grey Streets
South Brisbane Q 4101

6. Sustaining Associates

Sustaining Associates are corporate entities or other organisations who support the objectives of the Society, i.e. "the furtherance of pure and applied entomological science". Any proposal to become a Sustaining Associate should be presented at a meeting of the Council and should be approved by a two-thirds majority of the Council. Sustaining Associates pay a contribution to the Society fixed by the Council at the same time as membership subscriptions are set.

Sustaining Associates do not have the Privileges of Membership defined in clauses 4(a), (b), (c) and (e) of the Constitution, but do receive one copy of every issue of the Society's *News Bulletin* published during the year whilst they remain a financial Sustaining Associate.

Employees of Sustaining Associates have the right to attend meetings of the Society as Visitors.

7. Society Records

Long-term protection of the records of the Society provides an important resource for historians. In 2007, the John Oxley Library took custody of the Society's records up to 2002.

Every 2 years, the Society's Secretary should send records older than 5 years to the John Oxley Library for archiving.

8. Procedure for Decision Making in the Society

The following shall be the procedure for decision making in all meetings of the Council, and General, Annual General and Committee meetings of the society:

1. For minor non-financial matters, and with the agreement of all present, matters may be resolved, following the opportunity for discussion, by simple show of hands.

2. In the case where: (a) the matter is a substantive one, or
(b) the matter involves disbursement of Society funds, or
(c) a member present requests a formal motion

the matter will be put to the meeting as a formal motion moved and seconded by members from the floor of the meeting. The Chairman will impartially facilitate discussion by all members present who wish to speak to the matter, and will independently give his own views. Following discussion, the matter will be put to a vote. The Chairman shall have a deliberative vote. The matter will be resolved by a simple majority - if votes are equal, the motion is lost.

3. Urgent Council matters may be dealt with between meetings only on the following basis:

(a) Chairman and/or Secretary attempt to contact personally all Council Members by email/telephone and inform them of the nature of the matter and the reason for urgency. If a quorum is reachable and a majority is in favour, then the matter can be proceeded with. If not then the matter lapses.

(b) At the same time agreement should sought on whether the matter be dealt with by (i) Special Council Meeting (preferable), or (ii) Telephone Conference, or (iii) Email Discussion. In the case of (i) or (ii), the matter should be dealt with as outlined in (2) above. In the case of (iii), the matter should be dealt with as in (4).

4. Decision by email discussion. Every attempt should be made to determine that at least a quorum of Council Members will be available to be emailed at a specified time. A motion on the matter should be sought from a mover and seconder drawn from the floor. A non-voting a period of at least 24 hours is then given for all participating members to state their views to all other members. All views and all comments should be sent to 'All' parties. At the end of the agreed period, a vote is taken and the matter is resolved by a simple majority.

5. In all cases where decisions are made between formal meetings, the matter should be recorded at the following formal meeting.