

## TERMS OF REFERENCE FOR THE PROCEDURES COMMITTEE

Every year a Procedures Committee is elected at the AGM.

Five members are elected for a period of one year and may serve for a total of three years provided that they have been nominated on a year to year basis.

At no time during membership of the procedures committee may the members:

- Hold office or be a member of a Guild Committee
- Hold office or be a member of a Federation Committee
- Hold office or be a member of a National Committee

The Procedures Committee shall within the terms of the Constitution.

1. Oversee the running of the National AGM / EGM by advising if there is a quorum to allow the meeting to proceed.
2. The standing and handling of all motions submitted for policy and constitutional decisions.
3. Handling of emergency motions which may be made at the AGM/EGM
4. Conduct and oversee the process of all national elections
5. Review all motions and make sure that they have gone through the proper procedure ie: from Guild to Federation and only then to the Procedures Committee before going before the AGM for voting by members.
6. Review all complaints /queries with regard to the Constitution taking into account any legal matters that may arise.