

## **Tolland Football Club Meeting Protocol**

The President, or their appointee, is responsible for chairing club meetings in an orderly and respectful manner. The President/chair must also ensure that the club Constitution is adhered to in all matters relating to club meetings.

1. It is the Secretary's responsibility to remind members of upcoming meetings and request submission of agenda items. The Secretary will then consult with the President/chair to set the meeting agenda and circulate this to all members prior to the meeting. While all meetings usually follow the circulated agenda, the President reserves the right to alter agenda items if considered necessary.
2. The President also reserves the right to defer any item coming from the floor, either to general business or to another meeting, where they do not consider it to be relevant to the current agenda items. The President does not have to discuss or deal with any issue that was not stated on the circulated agenda.
3. With respect to items of general business/business arising, members are asked to be patient and allow the President/chair to decide the order of agenda items. While each member will feel that theirs is the most important item, only one issue can be dealt with at a time. The President will usually go around the table allowing each member a turn to speak. Often important issues surface unexpectedly and if time permits and the President/chair is willing, these will be discussed. Alternatively, they will be placed on the agenda for a future meeting.
4. It is courtesy (and a reflection of our club values) that each member has a right to voice their opinion and be allowed their turn to speak. Only one item can be discussed at a time and even if it is not your item for discussion, please show consideration and "quietness". It is disrespectful to have private conversations during these discussions. The President/chair should not have to remind members of this or request that they leave the meeting.
5. If formal motions are put forward to vote on/action the President/chair will call for speakers for/against the motion. It is the President/chair's responsibility to determine when the discussion is to end and the vote to be taken or deferred. Motions must be seconded and voted on and the majority vote prevails (except where voting is equal, in which case the President/chair will make the casting vote). While everybody has the right to put forward suggestions and express their point of view, decisions are to be made following this process and not by the nature of the delivery of the motion.
6. Certain agenda items will not be in the club's direct control, for example FWW policies/regulations. Our meeting priority is to deal with club-specific agenda items and the President/chair will use discretion regarding the discussion of any other items. Some items that do not require a "club" vote to take back to FWW meetings and which are not relevant to our specific agenda items, are best left until after the meeting has been officially closed.

7. There are also some items that will be left without a resolution or with a less than detailed response. The President/chair may leave some explanations (“I’ll explain it to you later”) to a more detailed or private conversation with a member.

8. Members are asked to show respect when voicing their own opinion and when listening to the opinions of others. Please be aware of your tone and body language – “talking down” to other members is disrespectful and not useful. We can and should continually learn from each other, as no one member is an expert on all aspects of the beautiful game. However, if the President considers it necessary in the circumstances, he/she may implement the Club’s Dissent Determent Policy.

10. Above all meetings should be about suggesting ideas, solutions to problems and helping organise activities that benefit all members of our club.

These protocols are not designed to offend members. Experience indicates that very little is achieved at meetings, unless protocols such as these are established and maintained. We need healthy, balanced discussion and agreed ways forward, stemming from a prioritised agenda.

**Compiled by M Hogan Club President 2016,  
Revised in 2020.**