

Peterchurch Water Supply Society Limited

Registered under the Industrial and Provident Societies Act, 1965

The following rules are intended as a supplementary addition to, and clarification of, the 'Rules' of the PWSS and refer specifically to rules 4 (Powers), 5 (Membership), 9 (Meetings), 13 (Powers of Committee of Management), and 23 (Expulsion of Members).

The following supplementary guidance on the rules shall refer to a 'CODE OF CONDUCT' and 'DECISION MAKING PROCEDURES' and shall form an addition to Rule 12 COMMITTEE OF MANAGEMENT. These additional rules below are permitted under rule 29 (AMENDMENT OF RULES) providing there is the consent of the majority of the members present at a general meeting and that notice has been given specifying the intention to propose such new rules. These additional rules are to be recorded and registered at the appropriate place.

12. COMMITTEE OF MANAGEMENT

1. CONDUCT AT MEETINGS

The Committee of Management of the Peterchurch Water Supply Society (PWSS) shall be run on democratic principles and meetings shall be held from time to time at dates to be fixed by the Chair or in his absence, the Vice-Chair of the Society.

Conduct at those meetings shall meet the following standards and breach of those standards will not be tolerated.

- a) Aggressive or abusive behaviour.
- b) Raised voices or shouting.
- c) Deliberately talking-over a member with the intention to prevent them speaking.
- d) Personal verbal attacks or derogatory remarks concerning members present.
- e) Other behaviour intended to cause offence, distress or embarrassment to fellow members

Members of the Committee of Management who fail to conduct themselves in a polite and respectful manner and are considered to be in breach of the above rules shall be subject to disciplinary actions under Rule 23. EXPULSION OF MEMBERS and Rules 4, 5, 9 and 13.

2. DECISION MAKING PROCEDURES

Day to day decision making on minor matters can be made by the Chair, Vice-Chair or other members of the Committee of Management where urgency is required providing a record of the decision and action is made and the Chair, Vice-Chair and Secretary are advised. Only in exceptional circumstances shall decisions be made regarding expenditure without first informing the Secretary who under normal circumstances would issue all orders for goods, services and materials.

On other matters concerning the PWSS, decisions shall be subject to a process of discussion, debate followed by a vote. A majority vote of the Committee of Management shall carry any decisions unless such a motion is deemed to require a full 'general membership' vote in very exceptional circumstances. Such circumstances to be agreed by the Committee of Management.

Decision making shall be undertaken by a vote by members of the Committee of Management.

Any member of the Committee of Management may raise a matter for consideration and decision making either on their own behalf or on behalf of any 'general member' of the society.

Members of the Committee of Management raising issues for consideration will be expected to present the issue and give sufficient information to the Committee of Management to enable a vote to be taken on the issue. Such information should normally include such items as: reports, presentations, maps/plans, photographs, cost estimates/quotations, specialist reports/presentations or any other method to allow relevant information to be provided and aide decision making.

Any member of the Committee of Management shall have the right to request clarification and ask questions of the proposer including making an alternative/s 'solution/s' to the issue raised using the full range of techniques mentioned above.

At the end of any presentation, discussion and question/answer session, and when members of the Committee of Management feel they have a full understanding of the issue, a vote shall take place.

The motion shall be carried by a majority of members of the Committee of Management present at the meeting and four members of the committee shall form a quorum

The result of the vote shall be binding on the PWSS.

Members of the Committee of Management must accept the democratic process and the results of the vote. No further debate shall take place unless significant new information or circumstances come to light that members need to be made aware of.

Members of the Committee of Management who opposed the carried motion must accept the democratic view of the committee. No further 'lobbying' of the General Membership shall take place and any members who do so shall be deemed to be in breach of the Rules and action may be taken under Rule 23 as described above.

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