

ANNEXURE 2

RULES OF PROCEDURE FOR NASCAM ANNUAL GENERAL MEETING 2017

The Chairman

1. That Chairman shall preside at the Annual General Meeting (AGM), or in his or her absence the Vice-Chairperson
2. The Chairman may, if he or she wishes designate the Vice Chairman or other Board Member to preside over the proceedings.
3. When a person is acting as Chairman, he or she shall have the same powers and duties as the Chairman.
4. The Chairman shall declare the opening and closing of the AGM.
5. As the first order of business, the Chairman shall review and then announce the rules of procedure and seek approval of them.
6. That Chairman shall direct the discussion, accord the right to speak, put questions to the vote and announce decisions.
7. That Chairman shall rule on points of order and call a speaker to order if the remarks are not relevant or if they are exceeding the allotted time, which is 3-5 minutes on any specific point,
8. The Chairman shall rule on any point of order raised during the meeting by a voting member and if the member appeals against the Chairman's decision, the matter shall be put to the vote.
9. The Chairman shall announce any invited persons and allow such person to only attend the opening session and be allowed to make his or her contribution and be recused thereafter.

General Rules of Conduct

- 10. Each member or an authorized representative shall be entitled to one vote only on any specific matter.
- 11. No talking is allowed in the meeting save with the permission of the Chairman.

The Secretariat

- 12. The Secretariat shall be responsible for making all the necessary arrangements for the AGM including the advance distribution of registration material and working documents.
- 13. It shall also be responsible for the operation of the meeting and the production of a record of what took place.
- 14. The Secretariat shall also ensure that no media personnel remains in the meeting except during the opening and closing sessions.
- 15. The Secretariat shall safeguard that no alcohol and drugs substances are allowed into the meeting or the AGM precincts, as well as bar anybody who is intoxicated from entry.
- 16. The Secretariat shall make sure that no smoking takes place in the meeting.

Attendance

- 17. Only members of NASCAM may attend the AGM.
