	<u>STANDARD OPERATING PROCEDURE</u>	Temp ID:	GCOOC-SOP	Template Ver No:	1.0
		<u>SOP Number:</u>		001	
		Implementation Date		Jul 2017	
		Last Review Date		13 Jul 17	
Reviewed By:	Governance Committee	Next Review Due	Jul 23		
Approval:	Chamber Executive	Signed:			

Management of Breaches of Chamber Codes, Business Rules and Constitution during Chamber Meetings

1. Purpose

Describe the procedure for management of breaches of Chamber Codes, Business Rules and Constitution during Chamber Meetings.

Effective and efficient management of Chamber meetings is invested in the Chairman of that meeting. From time to time, participants may breach one of the tenet upon which the professional conduct of the Chamber is based. This SOP provides the standard procedure for a Chairman to use when dealing with such a breach during a meeting.

2. Scope

This SOP is to be used by a person who is chairing a Chamber Meeting. There are no exemptions granted for this SOP.


3. Prerequisites

A Chairman must have a working knowledge of the Chamber Handbook to ensure that breaches can be quickly identified. A Chairman of any meeting should request access to the current version Handbook through the Chamber Secretary. Handbook may be in electronic or paper form.

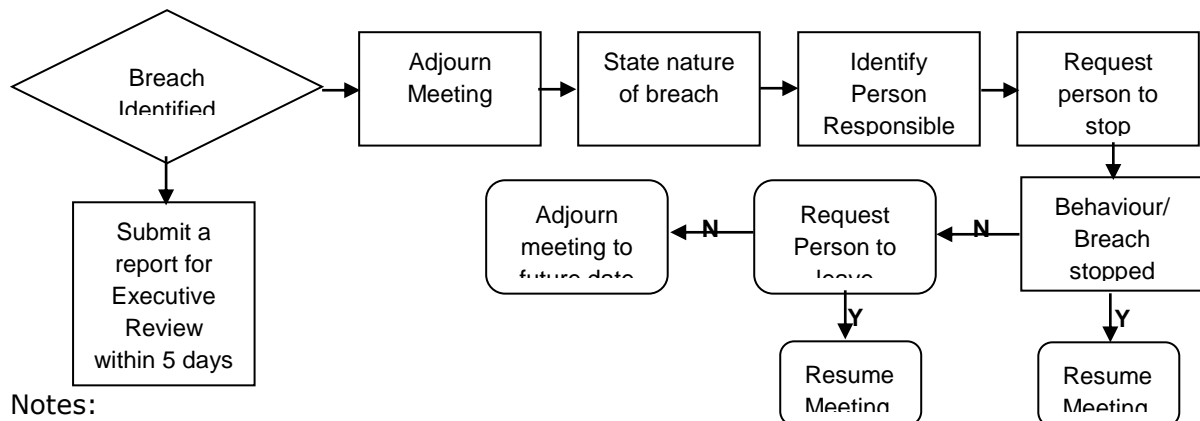
4. Responsibilities

The Chamber President is responsible to ensure that this SOP is correctly applied. The Governance Committee is to review this SOP to ensure it remains current.

The Chairman of any Chamber meeting is to use this SOP where there is an identified breach.

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5. Procedure



Notes:

- Once a meeting is adjourned, the time of adjournment is minuted but no further minutes are to be taken until the meeting resumes. The date and time of resumption are to be minuted.
- If a person, once identified continues to be in breach they are to be ordered from the meeting. If they refuse to leave, the meeting is to be suspended for not more than five (5) minutes or until they do, whichever is sooner. If they continue to refuse to leave, the meeting is to be rescheduled for the same time one week later.
- Where the person, is or threatens violence, the police are to be called to manage the situation.
- The report on the incident is to contain sufficient information as to allow the Executive to make an informed decision about the continued Chamber membership of that person. Any disciplinary action is to be in accordance with the Chamber constitution

6. References

Gulgong Chamber of Commerce Constitution (2017) Clause 11
 Gulgong Chamber of Commerce Codes of Ethics, Practice and Conduct
 Gulgong Chamber of Commerce Handbook

7. Definitions

- Chamber Meeting: Any general meeting, annual general meeting, committee meeting, sub-committee meeting or any meeting called by or approved by the Executive as a Chamber sponsored meeting.
- Exemptions: Occasions (meetings) when this SOP does not have to be used. Where the Executive does not grant any exemptions, a person identified in the Scope is to use this SOP for the reason described in the Purpose.