

## Appendix VI



HOSPITAL CATERERS ASSOCIATION

### STANDING ORDERS FOR THE GENERAL PURPOSE COMMITTEE

#### 1. SCOPE OF THE COMMITTEE

- 1.1 All matters delegated by the Association Council and the Executive Committee, taking account of the Business Plan of the Association.
- 1.2 Any document, circular or report, which could affect Catering within the Health Care Sector.
- 1.3 All matters concerned with education and training of catering staff in the Health Care Sector.
- 1.4 To receive reports from those members who are nationally representing the Association on other bodies.
- 1.5 To report and make recommendations to the Association Council. Such reports must be accepted by Council, before represented as policy of the Association.
- 1.6 Notwithstanding the above, the General Purposes Committee should be encouraged to put forward ideas to the Council and make good use of non-council members

#### 2. MEMBERSHIP

- 2.1 There will be a maximum of eight members comprising the following:
  - a. National Vice Chairman, who will be the chair of the General Purpose Committee.
  - b. Four Council members elected from the Association Council to serve for one year.
  - c. Three full members of the Association may be co-opted by council to serve on committee for a maximum period of two years at any one time.

- 2.2 Council members may be eligible for election to the GP Committee immediately upon election to the Association Council.
- 2.3 The Committee may elect one of the Council members as the Committee Vice Chairman to deputise for the Chairman
- 2.4 The Committee Chairman may provide or select a member of the Committee to provide secretarial support for the Committee.

### 3. **FREQUENCY OF MEETINGS**

- 3.1 The Committee will normally meet on four occasions each Association year.
- 3.2 The Chairman must ensure that the National Treasurer is informed of all GP meetings.
- 3.3 The first meeting will be convened by the National Vice Chairman.
- 3.4 The Committee will meet as required to complete the tasks delegated to it by the Council.

### 4. **ORDER OF BUSINESS**

- 4.1 An agenda will be prepared by the Chairman of the Committee before circulation to all members.

### 5. **MINUTES**

- 5.1 Draft minutes will be approved by the Chairman, prior to their circulation to all GP members as an unconfirmed draft, within 28 days of the date of the Committee meeting.
- 5.2 All copies of draft papers being prepared, will be issued to all members of the GP Committee and the Executive Committee prior to any release to Council.
- 5.3 All final draft papers will be presented to Council for their endorsements.
- 5.4 The Committee Chairman will attend each Council and Executive meeting and deliver a report on the activities of the Committee, which can be circulated to branches.

## 6. **CHAIRMAN'S RULING**

- 6.1 The ruling of the Chairman on any question shall be final unless challenged by not less than four members and two thirds of the members present must vote in support of the challenge.

## 7. **VOTING**

- 7.1 Voting on any motion will be by a show of hands.
- 7.2 The Chairman or other person presiding at any meeting of the Committee will, in the event of voting on any issue being tied, have a second or casting vote.

## 8. **SELECTION OF SPEAKERS**

- 8.1 All members of the committee will address the Chairperson as "Chairman or Madam Chairman".
- 8.2 The Chairman must always indicate the order in which members may address the Committee.

## 9. **INTERRUPTIONS**

- 9.1 If any member interrupts the speaker; uses abusive language, causes a disturbance or refuses to obey the Chairman when called to order they shall be named by the Chairman. The member will be expelled from the meeting and not allowed to enter again until a satisfactory apology has been given. No member should leave the meeting before its conclusion without the permission of the chairman.

## 10. **TERMS OF OFFICE**

- 10.1 The terms of office of the General Purposes Committee will run from the time of the first meeting of the committee until the new committee is appointed following the Association's Annual General Meeting. The National Vice Chairman should call the first meeting of the new General Purposes committee before 30<sup>th</sup> June each year.
- 10.2 The outgoing chair of GP when elected as the national chair shall attend the first meeting of the new GP Committee and formally hand over to the incoming chair of GP all ongoing agenda items.