

BARBADOS

BARBADOS EMPLOYERS' CONFEDERATION

OBJECTS, CONSTITUTION, RULES

AND

CONDITIONS OF MEMBERSHIP

BY-LAW NO.5

A by-law relating generally to the procedure for the orderly conduct of meetings.

BARBADOS EMPLOYERS' CONFEDERATION

BE IT ENACTED as the by-law of **BARBADOS EMPLOYERS' CONFEDERATION** (hereinafter called "the Confederation") as follows:

1. INTERPRETATION

- a. "Chairperson" means the person presiding over meetings of the Council or the Confederation.
- b. "Council" means the governing body of the Confederation.
- c. "Constitution" means the Barbados Employers' Confederation Object, Constitution, Rules and Conditions of Membership, 2022.
- d. "meeting" means a meeting of the Council or of the Confederation.
- e. "member" means a member of the Council or of the Confederation who is present and entitled to vote at the meeting.
- f. "the membership" means all members of the Council or Confederation in good standing, whether or not they are present at the meeting.
- g. "person" includes bodies corporate, companies, partnerships, syndicates, trusts and any association of persons.
- h. "individual" means a natural person".
- i. "Robert's Rules of Order" means the 12th edition of the manual of parliamentary procedure written by General Henry Martyn Robert, U.S. Army Officer.
- j. The singular includes the plural and the plural includes the singular and the masculine gender includes the feminine and neuter genders.

2. ROLE OF THE CHAIRPERSON

The Chairperson shall enforce the Constitution and By-laws of the Confederation, ensure that the agenda for the meeting is followed and designate who is to speak at any given time.

3. MOTIONS

- a. After obtaining permission to speak from the Chairperson, a member may make a proposal or suggestion (hereinafter referred to as "a motion").
- b. If a motion is made during a meeting by a member, it must be seconded by another member.
- c. If a motion is not seconded by another member, it shall not be considered by the Council or the Confederation.
- d. After a motion is made by a member and seconded, the motion shall be debated by the members during the meeting.
- e. The Chairperson may require that the motion be referred to a committee for a report to be prepared and shared with the membership before the motion is put to a vote.
- f. The Chairperson may require that the motion be reduced into written form and circulated to the membership of the Council or Confederation before the motion is put to a vote.
- g. After the motion is debated or a report is prepared and shared with the membership the Chairperson shall put the motion to a vote by the members.

4. ROBERT'S RULES OF ORDER

- a. The Council may, at its sole discretion, refer to the Robert's Rules of Order to determine any procedural issue not explicitly addressed by the Constitution of the Confederation or the By-laws enacted thereunder.

5. RECORDING AND APPROVAL OF MEETING OF A MEETING

- a) The Secretary shall take minutes of each meeting of the Council or Confederation.

- b) Where the Secretary is absent or unable to take the minutes of a meeting, any officer may be appointed by the Council to take the minutes of that meeting.
- c) The Secretary or officer who took the minutes of a meeting shall circulate the minutes of that meeting to the Council at least three (3) days before the meeting at which those minutes are to be approved.
- d) The minutes of a meeting shall be approved at the next regular meeting.
- e) The Chairman of a meeting shall propose the approval of the minutes of the previous meeting.
- f) If a member of the Council suggests any changes or corrections to the minutes of a meeting, a motion must be made by that member, seconded, and passed by a majority vote before the change or correction can be made to the minutes.
- g) If a member of the Council disapproves of a proposed change or correction to the minutes of a meeting, that member must make a motion that the minutes are not to be changed or that the minutes are to be amended with an alternative correction. This motion must be seconded for there to be a debate and a vote on the alternative correction.
- h) Where there are competing motions as to the minutes of a meeting, the motion that receives a majority vote shall be adopted.
- i) All corrections or changes made to the minutes of a meeting shall be incorporated into the document containing the minutes of that meeting but not in the minutes of the meeting during which the corrections or changes were made.
- j) After the minutes have been approved, the word "Approved" with the signature of the Secretary and President and the date shall be written below the minutes.

Approved and adopted by the Council this day of , 2023.

President

Secretary