



National Association of
Licensing and Enforcement Officers

REGIONAL RULES AND CONSTITUTION

[adopted by the National AGM held on the 20th October 2005]

1. TITLE

The name of the Association is National Association of Licensing and Enforcement Officers, No. ____ Region (hereafter referred to as the Regional Association).

2. DEFINITIONS

National Association -is the National Association of Licensing and Enforcement Officers.

National Committee -is a properly convened quorum of members of the National Association elected as officers and committee members under the rules and constitution of the National Association.

3. REGION

Shall consist of the area designated by the National Committee and approved by members at a General Meeting.

4. OBJECTS

Shall be those of the National Association.

5. MEMBERSHIP

Shall be those as of the National Association

6. ELECTION TO THE ASSOCIATION

(a) The Regional Chair of the Association shall be elected at the Annual General Meeting of the Regional Association.

(b) The Regional Vice Chair of the Association shall be elected at the Annual General Meeting of the Regional Association.

(c) A person desiring to become a Member shall be a fully paid up member of the Association

7. OFFICERS OF THE ASSOCIATION

(a) The Officers of the Association shall be: The Regional Chair, Regional Vice Chair, Hon. Regional Secretary.

(b) Regional Officers shall be elected annually by ballot of the Members of the Regional Association at an Annual General Meeting and shall hold office from the conclusion of that Meeting until the conclusion of the next Annual General Meeting.

(c) The Regional Committee may by resolution nominate a Member of the Regional Association for election at an Annual General Meeting to each of the Offices of the Regional Association. Any Member of the Regional Association may nominate one other qualified Member for election at an Annual General Meeting for any of the Offices of the Regional Association. Nominations shall be signed by the proposer and seconder and by the person nominated and this shall reach

the Honorary Secretary at least 28 days before the date fixed for the Annual General Meeting.

8. COMMITTEE

- (a) The Regional Committee shall consist of:
 - (i) The Officers of the Regional Association
 - (ii) One other qualified Member of the Regional Association who shall be elected by ballot of the Members of the Regional Association at the Annual General Meeting;
 - (iii) Any persons co-opted from time to time by the Regional Committee for the period described in b (i) or part of that period.
- (b)
 - (i) Members of the Regional Committee elected under (a) (i) of this rule shall hold office from the conclusion of the Annual General Meeting at which they are elected to the conclusion of the next Annual General Meeting.
 - (ii) Any Member of the Regional Association may nominate one other qualified Member for election to the Regional Committee under (a) (ii) above.
 - (iii) Nominations shall be signed by the proposer and seconder and by the person nominated. Completed proposals of nomination shall reach the Hon. Regional Secretary at least 28 days before the date fixed for the Annual General Meeting.
- (c) The Regional Committee shall be competent to deal with and finally to determine any difficulty or question arising in connection with any election provided for by these rules.
- (d) At all meetings of the Regional Committee, the Regional Chair of the Association or in his absence the Regional Vice Chair, shall preside. In the absence of both, the Regional Committee shall elect its Regional Chair from amongst those present.
- (e) Every question at a meeting of the Regional Committee shall be determined by a majority of votes of those Members present and voting. Each Member shall have one vote and in the case of an equality of votes, the Regional Chair shall have a second or casting vote.
- (f) The quorum necessary for the transaction of the business of the Regional Committee shall be three.

- (g) The Regional Committee shall have the power to fill any vacancy occurring in the Committee and the person appointed shall hold office for the remainder of the term of office of the Committee.
- (h) Any Member of the Regional Association may attend meetings of the Regional Committee but shall not be allowed to vote and shall not speak unless by permission of the Regional Committee.
- (i) A Special Meeting of the Regional Committee shall be called upon the written requisition to the Regional Chair of not less than three of its Members.
- (j) All Members of the Regional Committee shall be given at least 14 days notice in writing by the Honorary Regional Secretary of all meetings of the Committee.
- (k) A Region shall not circulate another Region without the written consent of the other Regional Committee.

9. HONORARY REGIONAL SECRETARY

The Honorary Regional Secretary shall pay all monies received to the Honorary Treasurer of the Association and carry out the duties of this office under the direction of the Regional Committee.

10. MEETINGS OF THE REGIONAL ASSOCIATION

- (a) The Annual General Meeting shall be held at such time and place as may be decided at the previous Annual General Meeting for the election of Officers and Members of the Regional Committee and for other business, save that in exceptional circumstances the Regional Committee may make such alternative arrangements as may be necessary.
- (b) The Chair of the Regional Association, or in his absence the vice Chair of the Association, shall preside at every General Meeting of the Association. In the absence of both, the Members present shall elect one of their number to be the Chair of the Meeting.
- (c) General Meetings of the Association may be held at locations decided by the Members up to three occasions in each year.
- (d) At least six weeks notice of the Regional Annual General Meeting and a Regional General Meeting shall be given to all Regional Members.
- (e) The proceedings of the Regional Annual General Meeting shall be as follows: The Regional Chair shall call upon the Hon. Regional Secretary to read the Minutes of the last Meeting; Correspondence (if any); Business specially brought forward by direction of the Regional Chair; Election of Scrutineers; Report of the Regional Committee; Declaration of result of Ballot; Notices of Motion; Any other business brought forward by permission of the Meeting. The meeting may vary the order of business so as to give precedence to any business of special urgency.

- (f) Every notice of motion shall be in writing, signed by the Member and received by the Hon. Regional Secretary at least 28 days before each meeting and a copy of each motion shall be sent to each Member with the notice convening the Meeting.
- (g) Every amendment shall be moved and seconded and shall be read to the Meeting before it is discussed or put to the Meeting. Whenever an amendment has been moved and seconded no second or subsequent amendment shall be moved until the first amendment shall have been disposed of, but notice of any number of amendments may be given.
- (h) The Papers proposed to be read or discussed at Annual or General meetings of the Regional Association shall, if required, have been previously submitted to the Committee for their approval and the Committee shall be empowered to receive for consideration any such Papers for non-members.
- (i) The Chair of the Regional Meeting shall have the power of directing the course of the proceedings and of deciding upon points at issue. His ruling shall be final and he shall have a second or casting vote. All questions shall be decided by any convenient system of open voting providing that after the announcement of a result of a show of hands the meeting may resolve that a postal ballot of all the Members of the Regional Association be taken. Questions of a personal nature shall be decided by ballot; any other question may be so voted upon at the request of a majority of the Meeting.
- (j) Any member shall have the privilege of inviting a maximum of two serving local government officers as guests to each meeting as observers.

10. SPECIAL GENERAL MEETING

A Special General Meeting shall be called upon a requisition signed by not less than 20 Regional Members, which requisition shall be delivered to the Honorary Regional Secretary, together with the Resolution(s) to be proposed. The Honorary Regional Secretary shall summon such Special General Meeting within six weeks from the date of the receipt of such requisition. Every Member shall be given at least sixteen clear days notice of the resolution(s) to be proposed. The Regional Committee may summon other Special General Meetings at any time upon sending at least sixteen clear days notice of the same to every member and such notice shall be accompanied by a copy of the Resolution(s) to be proposed.

11. ALTERATION OF RULES

Any proposal for alteration of the rules or Constitution of the Regional Association shall not become operative or valid until such time as the proposed alteration has been put to and approved in writing by the National Committee.

12. CONDUCT

Shall be as set out in the National Constitution.

13. REGULATIONS

The Regional Committee shall have the power to make regulations to regulate all local matters not provided for by their Rules with the approval of an Annual General Meeting or a Special General Meeting of the Regional Association and provided that due notice of such has appeared on the Agenda of that Meeting. Such rules must not conflict with any National Rule or Regulation.

14. RESPONSIBILITY TO THE NATIONAL ASSOCIATION

The Committee of a Regional Association will ensure that full reports of all committee and any other meetings of whatever kind are prepared and submitted to the National Committee and will undertake to prepare a full report of its years activities to be submitted to the Annual General Meeting of the Association whenever convened. All such matters to be included in a National Annual General Meeting must be notified to the National Hon. Secretary at least eight weeks prior to the meeting.

The Regional Association nor any of its officers shall hold any funds belonging to the Association and shall account to the Hon. Treasurer of the National Association with any such funds immediately on receipt thereof.