



SCOTTISH JUNIOR F.A.

Code of Conduct : Meetings

Conduct of the General Meeting

The Chairman is the most important person in the meeting as they ensure the meeting is conducted in accordance with the agenda and the Constitution and Rules of the Association.

The Chairman should understand their role and be familiar with the agenda, this will help ensure the meeting is conducted in an orderly manner.

No business other than that specified on the agenda should be conducted. There is no need for “any other business” to be an agenda item as this should be covered by motions (AGM / SGM only.)

All questions should be directed through the Chairman. Speakers should be called by the Chairman and, to preserve order, only one person should speak at a time. The Chairman should insist there is no talking across the floor and speakers cease when requested.

The Chairman should ask that speakers state their name and position relative to their attendance at the meeting and stand when called. If these procedures are not followed a meeting can quickly degenerate into disarray and chaos.

Motions must be discussed in accordance with the Constitution and Rules of the SJFA.

The correct conduct of a meeting is not an easy skill to master. It is important to remember that some issues will always divide the membership as policies that are considered by some to be for the good of the SJFA may not be regarded by other members in the same light, so debate and sometimes irresolvable exchanges can be inevitable.

However, it remains essential for the reputation and status of the SJFA that the above basic tried and tested procedures are adhered to and this will help ensure that meetings are conducted in an orderly and effective manner.