

### ***VCA Meetings***

***Persons involved in a meeting of the VCA, or a meeting, hearing or the like of a VCA Committee are to conduct themselves with decorum and in a manner acceptable to the Chairperson. Where a person fails to comply with this requirement the Chairperson is to formally warn the person. If after having been warned the person continues to fail to comply, the Chairperson is to:***

- .1 Direct the person to leave the meeting, hearing or the like immediately;***
- .2 Continue the meeting, hearing or the like in the person's absence;***
- .3 Advise the Management Committee in writing of the occurrence.***

***Further recommend that the following regulation be adopted:***

### ***VCA Meetings***

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- .2 Continue the meeting, hearing or the like in the person's absence;***
- .3 Advise the Management Committee in writing of the occurrence.***

### ***Rationale:***

The only procedure available to the Chairperson of VCA Committees to control unruly members is the procedure known as “naming” – as described in ‘Guide for Meetings and Organisations’ N E Renton Volume 2 Guide For Meetings 3.27 – 2.30. Whilst this procedure may be suitable for meetings such as the Annual General Meeting of the VCA, it is not considered to be suitable for meetings of VCA sub committees. In addition, the “naming” procedure is not readily understood by the membership and hence its application may cause greater disturbance.

Should the Management Committee adopt the policy as recommended above, the policy can then be published on the VCA website for immediate implementation thus giving protection for VCA Chairpersons and ensuring smooth operation of VCA committees.

By approving the adoption of the policy as a regulation will allow incorporation of the regulation at the next amendment of regulations.