

HARNESS RACING AUSTRALIA INC

Standing Orders

1. The election of office bearers shall be the final agenda item of business at the Annual General Meeting (hereafter “the Meeting”).
2. A Member of Council shall in accordance with Rule 12 of the Rules of Association nominate an Accredited Representative to any position of the Council Executive other than the Chairman
3. At least thirty (30) days prior to the date of the meeting, Members must nominate in writing their Accredited Representatives for the meeting and their Accredited Representative for the Council Executive.
4. A nomination for the Council Executive shall be proposed by one Member of Council and seconded by another Member of Council.
5. The lodgement of a nomination for election shall be deemed to be consent by the nominee to serve in the Council Executive, if elected.
6. A candidate for election may withdraw at any time prior to the election.
7. The list of candidates shall be prepared and every Accredited Representative of a Member shall be entitled to vote at the Meeting for the candidate of their choice in accordance with their Member voting entitlement.
8. Each Member shall be entitled to receive a ballot paper in the Meeting for completion in accordance with their Member voting entitlement. (Refer Schedule 1 – Voting Structure & Entitlement).
9. The incumbent Chairman shall if he is not nominated for the Council Executive assume the Chair and conduct the election with the assistance of Council’s Legal Counsel (and the Chief Executive Officer if required) who shall act as scrutineer and Returning Officer. In the event of the incumbent Chairman standing for Executive office, the Chair shall be assumed by an Accredited Representative who is not nominated for Executive Office and who is endorsed by the Meeting.
10. The Chairman elected for the purposes of conducting the election shall be entitled to exercise a vote on behalf of his Member.
11. After the closure of the Ballot by the Chairman the Returning Officer shall proceed to the examination and counting of the ballot papers and shall report the result(s) to the

- Chairman of the Meeting, who shall announce only the name(s) of the successful candidate(s).
12. In the event of there being two (2) or more candidates the successful candidate will be the person who receives the most votes.
 13. (a) In the event of an equality of votes between two or more candidates and one of the candidates with equal votes is the prior incumbent then such candidate shall be elected to the position.

(b) In the event of an equality of votes between two or more candidates and those candidates with equal votes do not include the prior incumbent then the election shall be decided by lot.
 14. In the event that there is only one nomination for an office, the nominee shall be deemed to be elected. If there is not a nomination for a Council Executive position, nominations for any vacancies shall be taken at the meeting.
 15. The Chairman shall after the election of Accredited Representatives to the Council Executive instruct the Returning Officer to destroy the Ballot Papers used for the election.
 16. The Chairman for the purposes of the election shall after declaring and electing the successful candidates for each position close the Meeting.
 17. If a casual vacancy of an elected position occurs more than one month prior to a full meeting of Members and such casual vacancy is not covered by the Rules of Association then the Council Executive shall decide whether to stand over the matter to the next meeting of Council or to put the matter to a postal nomination and ballot.

Proposed Amendments to Rules of Association and Reciprocal Agreements

18. A "Notice of Motion" to amend the Rules of Association or a Reciprocal Agreement may be given at a meeting of Council and such Notice shall be included on the Agenda of the next meeting of Council.
19. A Notice of Motion to amend the Rules of Association or a Reciprocal Agreement which has not been given at a meeting of Council must be lodged with the Council no later than six (6) weeks prior to a meeting of Council and such Notice shall be included on the Agenda of the meeting.
20. A Notice of Motion to amend the Rules of Association or a Reciprocal Agreement shall contain the exact words of the proposed amendment and the reasons therefore.

Documentation of Matters for Agenda

21. An item on the Agenda shall be classified as either an item for Decision, Discussion, Report or Information.
22. An item tabled, noticed or stood over from a meeting of Council shall be automatically included on the agenda of the next meeting of Council and all further documentation relating to such item shall be included as attachments.
23. An item for Decision shall be lodged with Council no later than six (6) weeks prior to the meeting of Council and shall be accompanied by documentation containing full details, reasons and the exact wording of any recommendation.
24. An item listed for Discussion or Report and which results in consensus of opinion can only be determined by a Notice of Motion for Decision at the next following meeting of Council or in accordance with Standing Order 25.
25. An item which is not eligible for resolution at a meeting of Council may be determined by a decision in accordance with Rule 17.b. of the Rules of Association.
26. If a Member of Council requests that a “round robin” proposal be deferred to the next meeting of Council the Member must provide reasons in support of the request and Council shall thereupon decide whether the matter should be deferred.
27. An item, which is not listed on the agenda but brought forward as an item of General Business, shall be dealt with as if it is an item for Discussion unless otherwise determined by the Members.
28. The Agenda for a meeting of Council shall be distributed no later than one month prior to the date of the meeting and all Members will thereby be deemed to have sufficient notice of the matters listed therein.

Minutes

29. The Minutes of meeting of Council shall be distributed within one month of the meeting.
30. A perceived error or correction in the Minutes of a meeting of Council shall be immediately brought to the attention of the Chief Executive Officer who shall report to and advise Council.
31. The proceedings of a meeting of Council shall be recorded and the tapes retained for verification of Minutes if required.

Proposed Amendments to National Rules

32. The Rules Committee will meet to consider any proposed amendments to the Rules no later than 14 days prior to the date on which the Agenda for a meeting of Council shall be distributed.
33. All submissions relating to proposed amendments to the Rules shall be in writing and be received by the Rules Committee no later than 35 days before the date on which the Agenda for Council shall be distributed.

Council Executive Meetings

34. The Council Executive will meet by arrangement each year and at such meetings five of the seven elected Council Executive Representatives shall constitute a quorum.

Definitions

35. (a) "Council Executive" means the Chairman, Deputy Chairman, Treasurer and Executive Members of Council.

(a) "Member or Member of Council" means a Member of Harness Racing Australia Inc in accordance with Rule 3 of the HRA Rules of Association.

Please Note: On 1st March 2008 Harness Racing Australia Inc (HRA) replaced Australian Harness Racing Council Inc (AHRC) as the organisation's name. All AHRC's formal structures, rules, regulations, policies, processes etc., now pertain to HRA, and any reference to Australian Harness Racing Council Inc, AHRC, Council or The Council shall mean Harness Racing Australia Inc or HRA.

SUMMARY OF AMENDMENTS – HRA APPROVED:

Standing Orders Amended 26 March 2009

2, 34, 35 (a), (b)

Standing Orders Amended 18 October 2010

Schedule

Standing Orders Amended 11 October 2011

Schedule

Standing Orders Amended 1 March 2012

2, 3, 4, 5, 9, 14, 15, 17

SCHEDULE 1 – VOTING STRUCTURE & ENTITLEMENT		
State	Member	Voting Entitlement
NSW	Harness Racing New South Wales	2
	New South Wales Harness Racing Club	2
VIC	Harness Racing Victoria	2
	HRV Management Ltd	2
QLD	Racing Queensland Limited	2
	Albion Park Harness Racing Club	2
WA	Racing and Wagering Western Australia	2
	Gloucester Park Harness Racing	2
SA	Harness Racing South Australia	2
	South Australian Harness Racing Club	2
TAS	Tasracing Pty Ltd	1
	Racing Services Tasmania	1
	Tasmanian Pacing Club	2
	Total	24 Votes

Schedule 1 – as at 1 March 2012