With a view to streamline meetings and effectively make decisions the document sets out the guidance for meetings of the South African Veterinary Council (SAVC).

Definitions, Sections of the Act & Council decisions

1. **Agenda**

1.1 A list of items to be discussed at a formal meeting. The Agendas of meetings are informed by the objectives of Council.

1.2 **“3. Objects of council.”—The objects of the council shall be—**

   (a) to regulate the practising of the veterinary professions and para-veterinary professions and the registration of persons practising such professions;
   (b) to determine the minimum standards of tuition and training required for degrees, diplomas and certificates entitling the holders thereof to be registered to practise the veterinary professions and para-veterinary professions;
   (c) to exercise effective control over the professional conduct of persons practising the veterinary professions and para-veterinary professions;
   (d) to determine the standards of professional conduct of persons practising the veterinary professions and para-veterinary professions;
   (e) to encourage and promote efficiency in and responsibility with regard to the practice of the veterinary professions and para-veterinary professions;
   (f) to protect the interests of the veterinary professions and para-veterinary professions and to deal with any matter relating to such interests;
   (g) to maintain and enhance the prestige, status and dignity of the veterinary professions and para-veterinary professions and the integrity of persons practising such professions;
   (h) to advise the Minister in relation to any matter affecting a veterinary profession or a para-veterinary profession.”

1.3 Chairpersons approve agendas.

1.4 A typical agenda will include the following:

   1.4.1 Welcome and call to order;
   1.4.2 Determination of a quorum/ apologies;
   1.4.3 Adoption of the Agenda;
   1.4.4 Confirmation that the minutes of the previous meeting were approved electronically, adoption and signing of the minutes;
   1.4.5 Reports of portfolios;
   1.4.6 Reports of Committees;
   1.4.7 Unfinished matters;
   1.4.8 New business/matters;
   1.4.9 Administrative reports;
   1.4.10 Adjournment

2. **Committees**

2.1 A group of people appointed for a specific function by a larger group and typically consisting of members of that group.

2.2 **“11. Executive committee. —(1) There shall be an executive committee of the council consisting of the president and two other members of the council designated by the council.”**
(2) Subject to the provisions of this Act and the directions of the council, the executive committee may during periods between meetings of the council exercise all the powers and perform all the functions of the council.
(3) The provisions of subsection (2) do not empower the executive committee to set aside or amend any decision of the council.
(4) Any decision taken or act performed by or on the authority of the executive committee shall be of full force and effect, unless it is set aside or amended by the council either of its own accord within one year after such decision or act or at the request, within that year, of a person affected thereby, at any time after such decision or act.
(5) The provisions of section 10 (3), (5), (6) and (7) shall mutatis mutandis apply to the executive committee.

2.3 “12. Other committees.—(1) The council may establish such other committees as it may deem necessary to exercise such powers and perform such functions as may be conferred or imposed upon or delegated to them by the council.
(2) Each such committee shall consist of such number of persons, appointed by the council, as may be determined by the council.
(3) The council shall designate a member of a committee, who shall also be a member of the council, as the chairperson of that committee.
(3A) Unless an appeal is lodged in terms of section 33A in the prescribed manner, a decision of a committee established in terms of subsection (1) to institute an inquiry in terms of section 31 or 31A into the conduct of any registered person shall be of force and effect from the date determined by that committee.
(4) The provisions of sections 10 (3), (5), (6) and (7) and 11 (4) shall mutatis mutandis apply to a committee established in terms of subsection (1).” [See “Meetings” below]

3. Co-opted member

3.1 Adding members to a committee at the discretion of the chairperson, where there is a need for particular expertise.

3.2 “12. Other committees.—(1) The council may establish such other committees as it may deem necessary to exercise such powers and perform such functions as may be conferred or imposed upon or delegated to them by the council.

(2) Each such committee shall consist of such number of persons, appointed by the council, as may be determined by the council. …"

3.3 The Act determines that only iro chairpersons, such persons must be members of Council. [See section 12 c) above].

3.4 Training institutions [their representatives] are currently co-opted to the Education Committee but are not members of the Education Committee per se. The institutions must fund their representatives, and they do not have a vote.

4. Meetings

4.1 Meetings of Council or of its committees are held [physically or electronically] with a purpose to formally discuss matters.

4.2 “10. Meetings of council.—(1) The council shall meet at least three times every year at such places as the president may determine, and shall, in addition, hold any special meeting referred to in subsection (2).

(2) (a) A special meeting of the council shall be convened by the president at the written request of the Minister or of at least three members of the council.
(b) A special meeting shall be held at such place as the president may determine, within 30 days after the date of receipt of such request by the president.
(c) A request referred to in paragraph (a) shall clearly state the purpose for which the meeting in question is to be convened.

(3) The majority of the members of the council shall constitute a quorum for a meeting of the council.

(4) The president, or in his or her absence the vice-president, of the council, shall preside at all meetings of the council at which he or she is present, and if both the president and the vice-president are absent from any meeting, the members present shall elect one of their number to preside at that meeting, and the person so elected may during that meeting perform all the functions and exercise all the powers of the president.

(5) The person presiding at a meeting of the council shall determine the procedure at the meeting.

(6) The decision of a majority of the members of the council present at any meeting thereof shall constitute the decision of the council: Provided that in the event of an equality of votes the member presiding at that meeting shall have a casting vote in addition to his or her deliberate vote.

(7) No decision taken by the council or act performed under authority of the council shall be invalid by reason only of an interim vacancy on the council or by reason of the fact that a person who is not entitled to sit as a member of the council sat as a member at the time when the decision was taken, or the act was authorized, if the decision was taken, or the act was authorized by the requisite majority of the members of the council who were present at the time and entitled to sit as members.”

5. Member

5.1 A member of Council [currently nineteen members] formally appointed via the election or selection process.

5.2 A member of a committee who need not be a member of Council, but may be co-opted where expertise is required.

6. Minutes

6.1 A written record of a meeting.

6.2 Minutes of meetings are approved by the chairperson first and then by the Council, or by the Committees.

6.3 Minutes are approved, adopted and signed and retained [saved on the SAVC’s system and in hard copy] indefinitely.

7 Motion

7.1 A motion is a formal submission by a member [of Councillors or Committee members] to propose a new matter of a change to existing matters.

7.2 A Councillor or a Committee member who made the motion is entitled to speak first.

7.2.1 No member may speak until recognised by the chairperson.

7.2.2 Every Councillor has the right to speak once to a motion.

7.2.3 No member may speak a second time until every member who wishes to speak have had the opportunity to do so.

7.2.4 No member can speak more than twice to a motion.

7.2.5 All remarks are made to the chair-no cross debate is permitted.
7.2.6 Members must address issues and refrain from making personal attacks.
7.2.7 Members must declare a conflict of interests upfront.
7.2.8 Asking a question or a brief suggestion is not counted as speaking to the point/motion. A question or suggestion could assist in clarifying the motion or assisting to resolve an issue. Questions should be directed to the chairperson.
7.2.9 A Councillor may speak a second time provided that the chairperson agrees.
7.2.10 Discussion should relate to the motion/matter at hand and refrain from making matters personal.
7.2.11 A motion needs motivation and a seconder. A majority vote at the Council meeting will be required to change the previous decision.
7.2.12 Motions to change past Council decisions will only be accepted if submitted to the chairperson of Council at least two weeks before the Council /Committee meeting.

7.3 The Chair should alternate between those "for" the motion and those "against" the motion.
7.3.1 The discussion should be related to the pending motion.
7.3.2 Avoid using a person's name in the debate.
7.3.3 All questions should be directed to the Chair.
7.3.4 Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
7.3.5 A person may speak a second time in debate with the assembly's permission.

7.4 Voting on a Motion
7.4.1 Before a vote is taken, the Chair puts the question by saying "Those in favour of the motion that ... (repeat the motion)... say "Yes." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
7.4.2 Some motions require a 2/3 vote. A 2/3 vote is obtained by standing.
7.4.3 If a member is in doubt about the vote, he may call out “division.” A division is a demand for a standing vote.
7.4.4 A majority vote is more than half of the votes cast by persons legally entitled to vote.
7.4.5 A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
7.4.6 A tie vote is a lost vote since it is not a majority.

7.5 How to deal with motions?
7.5.1. Motion: To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that......") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
7.5.2. Postpone Indefinitely: This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
7.5.3. Amend: This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
7.5.4. Commit: This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting, the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
7.5.5. Question: To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required.
for passage. If it is passed, the motion on the floor is voted on immediately.

7.5.6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.

7.5.7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

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8 **New business**

8.1. A motion is brought to bring new business or changes to existing decisions/policies.

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9 **Past decisions: Register of Decisions**

9.1 The Council has a Register of Decisions in which all decisions since June 1983 are recorded.

9.2 Any decision that needs to be changed must be changed by formal motion.