



SINGAPORE POLO CLUB

STANDING ORDERS FOR THE 69TH ANNUAL GENERAL MEETING TO BE HELD ON 29th March 2016 at 7.00 pm at the Mountbatten Room, Clubhouse

1. Only Voting Members are entitled to attend the Meeting.
2. Once the Meeting is called to order, persons present will co-operate with the Chairman in order that the meeting be conducted in an efficient and orderly manner.
3. As soon as the meeting has been called to order and scrutineers have been appointed, the ballot boxes will be opened for matters requiring a poll. They will remain open until the matter concerned has been put to members in accordance with the agenda.
4. Questions submitted in advance by Members will be read out by the Chairman or Honorary Secretary. Answers will be given by the Chairman or by persons delegated by him to do so.
5. After the Member's question has been addressed, the Member will be granted the opportunity to respond (in accordance with Order 6 below) with the Chair's leave.
6. Members should seek the Chair's permission to address the meeting and state their name and membership number at the outset of their contribution so that these may be recorded for purposes of the minutes. As a matter of courtesy, Members are reminded not to interrupt others who may have the floor.
7. A Member will only be granted 3 minutes to speak on any one subject pertaining to an item on the Agenda.
8. With the Chair's permission, any Member (regardless whether he/she has already spoken or not) may raise a point of order, or provide clarification of some material point in his/her contribution if it has been misunderstood.
9. The Chairman's rulings during the course of the meeting will be final.
10. If any Member violates these Standing Orders, behaves in a disorderly manner or in any way exhibits conduct deemed unseemly, the Chairman has the authority to request such Member to leave the meeting and if the Member refuses to comply, he will be ruled out of the meeting.

**Honorary Secretary
BY ORDER OF THE COMMITTEE**