

 The Geological Society	The Geological Society of London REGULATIONS	Number : R/G/13 Issue : 1 Date : 16/06/10 Page : 1 of 4
	MEETINGS OF THE GEOLOGICAL SOCIETY	Approval Authority COUNCIL

1 OBJECTIVE

To ensure the proper conduct of meetings of the Society.

2 SCOPE

This Regulation covers the conduct of General Meetings of the Society and of Scientific Meetings organized under the auspices of the Society.

3 RELATED REGULATIONS

Reference should be made to the following related Regulations

Regulation R/G/9: Elections Committee

Regulation R/G/10: Election of Council Members and Officers

Regulation R/FP/4: Nomination and Election of Honorary Fellows

4 PROCEDURE

4.1 Introduction

Meetings held by the Society shall be:

- General Meetings for the proper conduct of the business of the Society; and
- Scientific Meetings for the presentation and discussion of scientific or professional matters related to geology and/or geologists.

4.2 General Meetings

4.2.1 Procedural Matters

The President takes the chair at all General Meetings; or, if absent, one of the Vice-Presidents; or, in their absence, one of the members of Council; or, in case of the absence of all the members of Council, a Fellow to be appointed for the occasion by the Meeting. Whosoever is in the chair shall be responsible for ensuring that the Meeting is conducted properly and in accord with the Charter, Bye-laws and Regulations.

For all matters related to the governance of the Society, including elections and all matters that may be dealt with at Special General Meetings, written notification of the matters shall be provided to all Fellows and an advisory ballot of Fellows conducted to establish their opinions on the matters before these matters are formally considered at a General Meeting. No matters regarding the governance of the Society may be voted upon at a General Meeting unless and until such an advisory

ballot of Fellows has been conducted and until the Fellows have been notified of the results of this advisory ballot.

The ordinary method of voting shall be by show of hands but a ballot shall be taken in cases prescribed by the Charter, Bye-laws or Regulations, or when demanded by any five Fellows present. No show of hands or ballot shall decide a question, unless eleven or more Fellows actually vote. The decision of the absolute majority of the Fellows voting at a Meeting shall be the decision of the Meeting.

Whosoever is in the chair shall not vote when the voting is by show of hands, but may vote when the voting is by ballot. If the votes cast, whether by ballot or show of hand, are equal, except in cases specially designated by the Charter, Bye-laws or Regulations, whosoever is in the chair may give a casting vote. If there is uncertainty as to the side on which the majority lies then a ballot shall be held at the request of any one Fellow present.

The voting upon any question, except for adjournment, shall, on the demand of any five Fellows, be deferred to the next subsequent General Meeting, when the same may be discussed again and then shall be either voted upon or withdrawn.

If the case of adjournment has been put and carried, an adjournment may be made of any General Meeting; no business shall be transacted at an adjourned Meeting other than that deferred.

Minutes of the proceedings of every General Meeting shall be taken.

Persons not belonging to the Society, if introduced by Fellows, may be present at Ordinary or Annual General Meetings, but may not vote and shall be subject to such Regulations which may be made. Persons not belonging to the Society may not be present at Special General Meetings.

4.2.2 Annual General Meeting

The Annual General Meeting of the Fellows shall be held at the Society's Apartments on the third Friday of February, or as near to that date as is possible to ensure time for the preparation and posting of the Annual Report and Accounts.

The Meeting shall receive from Council:

- i. its Annual Report on the general business of the Society;
- ii. the Annual Accounts;
- iii. and shall
- iv. remove five or more members of Council;
- v. elect the members of Council;
- vi. elect the Officers for the next year;
- vii. appoint Auditors;
- viii. elect Honorary Fellows; and
- ix. transact such other business as is provided by the Charter and Bye-laws.

On the same day that the Annual General Meeting takes place, but outside of the Annual General Meeting, the following business shall be conducted:

- x. receive the President's Address;
- xi. confer the Awards for that year;

Any Fellow present at the Annual General Meeting may question and comment on any matters contained in the Report and Accounts, and may comment on other matters relating to the government of the Society and its management.

After completion of the balloting for Council (Regulation R/G/10), the names of the Council elected for the next year shall be announced from the chair. After completion of the balloting for Officers from the elected Council (Regulation R/G/10), the names of the Officers elected for the next year shall be announced from the chair. Those elected shall assume their functions immediately.

4.2.3 Special General Meetings

- i. Special General Meetings of the Fellows shall be held at the Apartments for the purpose of deciding matters relating to the governance of the Society as defined in Section 4.2.3 iv of this Regulation.
- ii. A Special General Meeting shall be convened following a request addressed to one of the Secretaries at the Apartments specifying the business for which the Meeting is to be convened, and signed on behalf of Council or by any five or more Fellows. The Council or the Fellows making the request to convene a Special General Meeting shall be referred to as the "*Caller*". The Meeting shall be held within a reasonable time after such a request has been received.
- iii. No business other than that of which notice has been given in the summons sent to Fellows convening the Meeting shall be entered upon or discussed at such Meeting.
- iv. The Fellows present at a Special General Meeting shall have power to vote to
 - a) make and establish such Bye-laws and procedures which are useful for the government of the Society;
 - b) alter, suspend or repeal existing Bye-laws, and make new Bye-laws, as they shall think expedient, which are not in conflict with the Charter, or to the laws of the Realm;
 - c) propose supplements to, or the surrendering of, the Charter;
 - d) correct conflicts between the Bye-laws, the Charter and current legislation;
 - e) over-rule decisions by Council, including the content of Regulations;
 - f) define the powers to be carried out by Council, the President, and the other Officers; which shall include
 - g) ensuring the effective management of the estates, goods, lands, revenues, and business of the Society;
 - h) regulating the manner of proposing, electing, admitting, and removing Fellows, Honorary Fellows and Candidate Fellows, and of electing or appointing, removing and restoring, the Officers and staff of the Society;
 - i) determining the time and place of the Meetings of the Society; and
 - j) proposing Annual Subscriptions and Fees;
 - k) replace Officers who have died or resigned.
- v. More than one item of business may be transacted at a Special General Meeting.

- vi. Any Special General Meeting properly called shall not take place until the Council have consulted the Fellows and conducted an advisory ballot in accordance with Section 4.2.1 of this Regulation.
- vii. With specific regard to proposed changes to the Bye laws or Charter, the following procedure for the consultation shall be:
 - a) Notice of the business to be considered at the Special General Meeting and a full list of any proposed changes shall be notified to the Fellows by publication in *Geoscientist* in the edition that next published after the Special General Meeting has been called.
 - b) Fellows shall be notified by a notice published in *Geoscientist* and by other such methods as Council shall determine that a Special General Meeting has been called. Fellows shall be sent a list of the business to be considered at the Special General Meeting and documents showing any proposed changes. Written arguments for and against the proposed changes shall be prepared by the “*Caller*” and included with the documents sent to Fellows;
 - c) Any Fellow supported by four or more other Fellows shall be entitled to submit revisions to the proposed changes within ten weeks of the notification to the Fellows being published in *Geoscientist*. Any such revision shall be delivered to the Secretaries at the Apartments;
 - d) The “*Caller*” shall review all revisions received. A proposed revision may be accepted by the “*Caller*” as submitted, or in a revised form determined by agreement with the proposer. Where two or more revisions are proposed to a single item, the Caller shall seek to agree with the proposers a single composite revision. The “*Caller*” may accept any such composite revision.
 - e) The Council shall determine that the proposed revised changes to the Bye-laws are consistent with the Charters and current legislation.
 - f) The Substantive Motion to be put to the Special General Meeting shall be “That the Bye-laws shall read as follows:” with the text of the revised Bye-laws determined in quoted in full. Where a proposed revision has not been accepted by the “*Caller*”, or where the proposer specifically requires that the Special General Meeting consider a revision, such revision shall be moved as an amendment to the Substantive Motion. Where multiple proposed revisions to the same text remain to be considered, they shall be moved as amendments in the order of their receipt by the Secretaries.
 - g) The Substantive Motion and any motions to amend the Substantive Motion to be put to the Special General Meeting shall be notified to Fellows by publication in *Geoscientist*. Advisory ballots of the Fellows shall take place on each motion to amend the Substantive Motion. As many advisory ballots as are necessary to unambiguously ascertain the views of the Fellows on motions to amend the Substantive Motion shall be held. A final advisory ballot of the Fellows shall be held on the Substantive Motion as amended. No motion for a change in the Bye-laws shall be enacted unless a positive vote in favour of the Motion as amended has been obtained by advisory ballot of the Fellows.
 - h) A Special General Meeting at the Apartments must then be summoned, within a reasonable time following the consultation of

Fellows, for the purposes of balloting on the Substantive Motion and motions to amend the Substantive Motion; Fellows shall be advised of the results of the advisory ballots at the time that the Meeting is summoned; no further amendments shall be taken at a Special General Meeting; and

- i) The motions when made at a Special General Meeting shall after due discussion be decided by method of ballot by an absolute majority of the Fellows present.

4.2.4 Ordinary General Meetings

Ordinary General Meetings shall be held by the Society for the purpose of electing and removing Fellows and Honorary Fellows in accordance with the Bye-laws.

4.3 Scientific Meetings

The Society, Specialist Groups, Regional Groups or Fellows may organise Meetings at which a scientific theme or professional topic appropriate to the objects of the Society can be presented and discussed.

Council shall be responsible for determining the conduct of business at such meetings.

Meetings may be open to Fellows and non-Fellows. Fellows and other attendees may be charged for attendance at all or part of such meetings.