

Pakistan Orthopaedic Association

Code of Conduct in General Body

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Introduction

By the grace of Allah POA is expanding in positive direction. Unfortunately the working in General Body is some time disturbed due to questionable attitude of some of the honorable members. This leads to delay in concluding agenda items. Sometime honorable members used to avoid speaking in a hostile atmosphere. In order to avoid wastage of precious time of honorable members, there is a need to develop some mechanism.

Rational

Most of the Associations and organization are having code of conduct to proceed in such meetings. The objective behind this code of conduct is to ensure smooth running of proceedings without wastage of time. It is the need of democracy.

Code of Conduct

Entry-Exit-Attendance.

- A. Each member will ensure his electronic attendance at the time of entry into hall.
- B. The administration must develop some mechanism to smooth attendance. They may take help of latest electronic gadgets or applications. These gadgets may be used for elections also without wastage of any more money.
- C. The exit attendance will also be recorded if someone leaving the hall before time. Similarly re-attendance will also be recorded. On exit the member will not be on forum and will not have a voting right.
- D. The electronic record will also alarm the breakage of CORUM at any stage.

Right of speaking.

- E. There will be a rostrum to speak.
- F. The owner of agenda item or any one nominated by Chair may present agenda item. He/ She may address to audience.
- G. Each speaker will address to President. However on request President may allow to address audience.
- H. Each member had got a right to speak at least once on any agenda item on his turn.
- I. The Chair may ask any member to re-speak on his request or without request. However to speak again is not a right of the member.
- J. The Chair may ask the owner of agenda item or any one nominated by Chair to conclude the agenda item.
- K. The Chair may decide to go for voting or defer the agenda item for further improvement.

Voting Mechanism.

- L. The chair may ask for open voting by show of hands. The nominated person will count the votes.
- M. The chair may open the specific agenda item for electronic voting through application. Five minutes may be allowed to members in hall for Electronic Voting. The application will stop voting after five minutes and will formulate results. The application screen will display agenda item and there will be four options in electronic voting:-
 1. Approved: voted in favor of agenda item.
 2. Not approved: voted against agenda item.
 3. Need improvement: voted to defer for improvement.
 4. Not clear: Voted for more discussion.
- N. The chair may enable or disable confidentiality in application for specific agenda item.
- O. After five minutes the Chair will announce outcome of agenda item and start next agenda item.

Misconduct

- P. Chair or Advisory council may nominate Chief whip or two additional whips for smooth running of meeting.

- Q. Chair or Chief whip or additional whips may label following act as misconduct.
1. Any one restricting by any means, Chair or Chief whip or additional whips or staff performing their duties.
 2. Out of turn occupying speaker's rostrum.
 3. Taking more than allotted time on rostrum.
 4. Speaking without rostrum or initiating any co-lateral discussion leading to disturbance in smooth running.
 5. Entry on stage.
 6. Any physical misbehavior with any member or staff.
 7. Any damage to any property furniture/fixtures/computers etc.
- R. The Chair or Chief whip may take following action.
1. Stop the microphone.
 2. May request the honorable member to behave properly.
 3. May ask any influential colleague or leader to interfere.
- S. The Chair or Chief whip may impose following penalties:-
1. Minor penalty to temporarily suspend membership till end of meeting and may ask to leave the meeting.
 2. Medium penalty to suspend membership for one year, maintaining voting and contesting right in next election.
 3. May recommend for Major penalty of Termination after proper show cause and termination procedure.
- T. The General Body will not disturb or make comment during speech of Chair or any foreign speaker.

Walk out or protest

- U. Any member had a right to address Chair by submitting a written protest to secretary of the meeting, The chair is bound to respond during or after meeting.
- V. The Members of General Body have a right to walk out.
- W. If walk out is of less than 20 % members, it can be ignored by Chair.
- X. If walk out is of more than 20 % members, Chair may ask the Chief Whip to initiate a dialogue with or without taking a break in continuity of the meeting.

Y. The secretary is bound to preserve audio or audio-video recording of meeting till approval of minutes.

Z. The decision of chair is not challengeable by all means at any platform.

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