

ACT BRANCH ROVER COUNCIL RULES

3.1 – CHIEF COMMISSIONERS DIRECTIVE - ACT BRANCH ROVER COUNCIL RULES

These ACT BRC Rules are to be read in conjunction with, and not made in contravention to, Branch Policy 3.1 – Branch Rover Council.

Election of BRC Executive

1. The Branch Rover Rover Council (BRC) shall elect an Executive in accordance with Branch Policy 3.1 (Branch Rover Council). Nominations for these positions will be called from the floor at the October BRC meeting. Before each vote, time will be allowed for Crew delegates to discuss amongst their number before voting commences.
2. The incoming BRC Executive shall take office at the close of meeting at which they were elected.
3. Where an elected member of BRC Executive ceases to be available to serve, BRC shall elect a replacement member who will serve until the next AGM.
4. All records, files, etc. held by any member of BRC remain the sole property of BRC and must be handed over to the Council immediately such delegate ceases to hold office.
5. Members of the BRC Executive shall not be entitled to be a Crew representative.

Rover representative on the Branch Executive Committee

6. At the April meeting of BRC, a Rover may be elected as the Rover representative on the Branch Executive Committee and will take up the position following ratification by the Branch Council at its Annual General Meeting in May.

Duties

7. Executive: The duties of the BRC Executive are:
 - a. to transact all urgent administrative business which cannot await the next BRC Meeting. Any business so transacted shall be tabled for endorsement at the next BRC meeting;
 - b. to carry out tasks assigned to it by BRC;
 - c. to prepare business, recommendations, and background information for BRC;
 - d. to do such administrative tasks as are necessary for the efficient operation of BRC;
 - e. to consult the Chief Commissioner's Representative - Rovers on all matters affecting the Rover section;
 - f. to prepare an Annual Report and Financial Statement summarising the year's activities to be presented at the BRC AGM; and
 - g. to invite any person they may deem an authority on any subject to address a meeting of BRC.
8. Chair: The Chair shall:
 - a. not be a Crew Leader during his/her term of office;
 - b. chair each of its meetings;
 - c. be kept informed of all matters relating to the operations and functions of BRC;
 - d. co-ordinate the operations of BRC sub-committees;
 - e. be responsible for conduct and efficient management of BRC;
 - f. be the BRC spokesperson and not publicly voice any Rover policy or opinion contrary to that of BRC; and
 - g. represent Rovers at meetings of the Section Commissioners in consultation with the Chief Commissioner's Representative - Rovers.

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9. Vice Chair: The Vice Chair shall:

- a. perform the full duties of the Chair should that person be absent for any reason; and
- b. undertake such duties as assigned by BRC.

10. Secretary: The Secretary shall:

- a. arrange meetings and issue agenda in accordance with clause 4(f);
- b. compile, record and distribute minutes of all meetings of BRC (including the AGM) within two weeks of the meetings;
- c. write and receive BRC correspondence;
- d. forward a copy of the adopted BRC Annual Report to the Chief Commissioner;
- e. undertake such duties as assigned by BRC; and
- f. manage effective communication within ACT Rovers (eg ACT Rovers email list).

11. Treasurer: The Treasurer shall:

- a. submit a statement of the financial position of BRC at all meetings;
- b. pay all accounts after these have been authorised by BRC except as provided for in sub-para c. below;
- c. submit all accounts for authorisation by BRC before payment by cheque, except that BRC shall be deemed to have authorised for payment accounts in respect of expenditure reasonably incurred in the course of organising a Branch Rover activity where estimates of costs have already been approved in principle;
- d. deposit all moneys in the BRC's bank account, withdrawals from which shall be signed by any two of Chair, Vice- Chair, Secretary, Treasurer and the Chief Commissioner's Representative - Rovers; and
- e. (5) submit the annual accounts of BRC to the AGM.

12. Crew Delegate:

- a. each Crew shall empower its delegates to record a vote on behalf of the Crew on any matter raised; and
- b. Rover Advisers may be Crew delegates only if no member of the Crew can attend and the usual Crew delegates have informed the BRC Executive prior to the meeting of the BRC.

Meetings

13. The Council shall meet at least five (5) times per year;

- a. A majority of the Executive or a majority of registered Crews may call an extraordinary meeting;
- b. Any member of the Movement may attend meetings as an observer, either by invitation or acceptance of their request to attend by a member of the BRC Executive;
- c. A quorum at all meetings shall be constituted if 50% or more of registered Crews are represented;
- d. Standard meeting procedures will be observed at all meetings; and
- e. All meetings will be advised to all Crews in writing to give a minimum of seven days clear notice.

Award Badges

14. Badges/Trophies relating to awards, such as sections of the Baden-Powell Award or National Rover Service Award, may be obtained from the Branch Office only by a Crew Leader or other person authorised by the Crew.

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15. In order to recognise the service activities of a Rover or Rovers in the ACT, an ACT Rover Service Award has been introduced. This award is separate from the National Rover Service Award (P & R Section R9.5) and has been named in honour of Peter and Andrew Fredericksen who gave outstanding service to the Rover Section, following service as Cub Scouts, Scouts and Venturer Scouts. Their very full lives were cut short by muscular dystrophy. The Peter and Andrew Fredericksen Rover Service Award is in recognition of service for a one year period.
- a. The Peter and Andrew Fredericksen Service Award may be awarded by the Branch Rover Council, on the recommendation of a Crew or on its own initiative, to a registered Rover, at time of nomination, who gives outstanding service to the Rover Section over a period of not less than one year. In exceptional circumstances, more than one award may be considered in any one year. The Chair and Vice Chair shall not normally be eligible for nomination to receive this award whilst serving on the Award Selection Committee.
 - b. The Crew Service Award may be awarded by the Branch Rover Council, on the recommendation of a Commissioner of the Branch, or on its own initiative, to Crews, who give outstanding service to Scouting and the community over a period of not less than one year.
 - c. The Peter and Andrew Fredericksen Service Award and the Crew Service Award may be awarded only when suitable nominations are received or suitable candidates are identified; they are not intended to be regular annual awards.
 - d. The procedure for consideration of the Awards shall be as follows.
 - (i) Nominations will be called in November each year for consideration by the Branch Rover Council in the following January. Nominations must be submitted in writing to the Chair by the 31st of December.
 - (ii) Nominations will be referred to an Awards Selection Committee consisting of the Chair, Vice-Chair and Chief Commissioner's Representative - Rovers, who will make recommendations to the BRC. The Awards will be announced at the Annual General Meeting of the BRC.
 - (iii) The Awards are subject to the approval of the Chief Commissioner.

Voting

16. At a BRC meeting each Crew shall be entitled to one vote per Rover present with a maximum of two votes;
- a. In the event of a tied vote the motion will be lost. Motions lost shall not be resubmitted for at least two BRC meetings;
 - b. At the BRC AGM each registered Crew present shall be entitled to two votes and proxy votes shall be allowed for Crews unable to attend if the proxy is signed by two members of the Crew;
 - c. On notices of motion, a postal vote to the Executive is acceptable;
 - d. Voting for elected positions shall be exhaustive voting;
 - e. Only those Rovers who are currently both registered and financial shall be entitled to vote at any meeting of the BRC; and
 - f. The Chief Commissioner's Representative – Rovers is not entitled to vote.
 - g. The Chair, Vice Chair, Secretary and Treasurer shall not be entitled to vote or hold a proxy vote.

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Notice of Motion

17. All written notices of motion shall be tabled at the BRC meeting prior to the meeting at which the motion will be resolved.

Sub-Committees

18. The Council may appoint sub-committees for specific tasks. Such sub-committees will always contain members of the Rover Section plus any other resource experts as deemed necessary and such sub-committees must record minutes of all their meetings and pass them to BRC.

Amendments

19. These Rules shall be amended only as follows:

- a. notice of the proposed change shall be given at a BRC meeting; and
- b. at the subsequent meeting the proposed change will be carried where a majority of the Crews registered in the Branch are in favour of the motion.

Appointments in Crews

20.

- a. Rover Adviser - Rover Advisers are appointed under P&R P5 - Personnel Management and the Branch rules on Appointment of Adult Leaders.
- b. Crew Leader - Before being appointed Crew Leader, a Rover will be expected to have completed Rover Basic Level training.
- c. Assistant Crew Leader - Crews may appoint an Assistant Crew Leader and he/she should be encouraged to undertake the appropriate training.

AUTHORITY

These BRC Rules or amended Rules were approved by the Branch Rover Council on 11 May 2016 and 18 February 2018.