

Standing Order 1

Meta-process for managing ITPA Standing Orders

Version	1
Status	Active
Date of effect	22/10/2017
Expiry	N/A
Last reviewed	22/10/2017
Next review	22/10/2018

Purpose

This Standing Order specifies the processes for enacting, altering, using, updating and revoking ITPA Standing Orders, including this Order.

Definitions

- “ITPA” is the Information Technology Professionals Association.
- “Constitution” is the Information Technology Professionals Association (ITPA) Constitution.
- “Member Site” is the ITPA member web site, reachable at <https://www.itpa.org.au>
- “The Board” is a reference to the Directors and Officeholders of ITPA as defined in the Constitution.

Reading and Interpretation of this Standing Order

This Standing Order shall be read in conjunction with the version of the Constitution current at the time of reading. Where this Standing Order conflicts with the Constitution, the Constitution will prevail.

Specifically, the objective of each Standing Order is to:

- A. Implement general items or activities as specified by the Constitution; and/or
- B. Clarify the Board’s understanding of items in the Constitution as they apply to ITPA; and/or
- C. Establish operational procedures necessary for the day-to-day administration of ITPA.

Items

Common

The following general principles apply when dealing with the management of Standing Orders:

1. **Voting.** A Board vote on a motion applying to Standing Orders is a simple majority vote. Each Board member is entitled to have their reasons for or against a particular motion to be accurately recorded in meeting minutes.
2. **Validity.** All Standing Orders will prominently include:
 - a. The date on which the Standing Order took effect; and
 - b. For limited duration orders, the date on which the Standing Order expires; and
 - c. A Next Review date on which the Standing Order will next be reviewed by the Board, being no more than one (1) year from the date of effect or last review (whichever is most recent).
3. **Applicability.** The Board will formally review all active Standing Orders for applicability at least once per calendar year.
4. **Versioning.** Standing Orders are treated as immutable. This has a number of consequences:
 - a. Minor changes to a Standing Order, such as typographic corrections, will be indicated by updating the History of that Standing Order, and releasing a new Standing Order with the same number but an incremented alphabetic suffix. For example, a typographic correction to Standing Order 1 would be released as Standing Order 1a. A Standing Order which has been revised 8 times (i.e. has reached version `h`) will, on the next update, be
 - i. Reviewed and rewritten if necessary; and
 - ii. Re-issued with a new Standing Order number; and
 - iii. The original Standing Order subsequently revoked.
 - b. Major changes to a Standing Order will be implemented by
 - i. Enacting a new Standing Order incorporating the required changes including a clear statement that new Order replaces the previous; and
 - ii. Revoking the previous Standing Order.
 - c. Standing Order numbers may not be re-used; when a Standing Order is revoked, the number of that Order is still considered assigned.
 - d. New Standing Orders will be consecutively numbered.
5. **Transparency and Access.** All Standing Orders, including revoked Standing Orders, will be published on the Member Site and accessible to Members.

Revocation of a Standing Order

1. A Standing Order may be revoked only by a minuted vote of the Board.
2. A Standing Order may optionally, when enacted, be assigned an expiry date. Where an expiry date is assigned, it is understood that the Board's decision to *enact* the Standing Order includes the decision to *revoke* the Standing Order, with effect on the date of expiry.
3. A Standing Order may be revoked, subject to the following conditions *all* being met:
 - a. The Board has determined that the Standing Order is no longer required; and
 - b. The reason(s) the Standing Order is no longer required have been documented and attached to the Standing Order; and
 - c. A motion to revoke the Standing Order has been passed by a majority of the Board

Changes to a Standing Order

1. A active (that is, non-revoked) Standing Order may be altered only by a minuted vote of the Board.
2. Changes to a Standing Order will be versioned as described in the Common items above.
3. Where, as part of changing an active Standing Order, the Board conducts and documents a substantive review of the Standing Order, then:
 - a. The Last reviewed date **MUST** be updated to reflect the date of completion of that substantive review; and
 - b. The Next Review date **MAY** be changed to a date no more than one (1) year after the Board's vote on the newly revised standing order.

Enactment of a Standing Order

1. A new Standing Order is enacted by a vote of the Board
2. New Standing Orders **MUST** follow the form (structure and definitions) of previous Standing orders.
3. New Standing Orders will take effect from the **LATTER** of:
 - a. The Date of Effect given in the Standing Order
 - b. The publication of the Standing Order to the Member Site.

Other Notes/Context

None