

## **Meeting Procedures**

### **1. Purpose**

The purpose of this policy is to identify a minimum set of conditions that will enable the Board of Management to conduct its meetings in accordance with its Constitution and the Centre's purpose and values.

### **2. Responsibilities**

It is the responsibility of the Centre's Board to ensure that this policy is implemented.  
It is the responsibility of the Centre's Board to ensure that the procedures are implemented.

### **3. Principles**

Meetings need to be conducted under rules that are fair, understandable, efficient, and capable of dealing with poor or obstructive behaviour.

### **4. Definitions**

Meetings means meetings that are convened in accordance with the Constitution and policies of the Centre.

### **5. Policy**

The combined provisions of the Associations Incorporation Act 1985 and the Centre's Constitution form the basis of how the Board must conduct its meetings. Every Board member should be aware of and understand those requirements of the Constitution which relate to meetings. These requirements must be observed at all times.

### **6. Procedures**

Monthly meetings of the Board of Management will start at 7.00pm on the third Thursday of each month (9per year minimum) at the Centre and will close no later than 9.00pm.

Non-attendees who have not submitted an apology (in writing, by phone, email or text message) by 6.45pm to the Secretary of the Board of Management will be recorded as absent.

Meetings will be opened and closed at the stated time and may only be extended beyond the stated time of closure by resolution of the Board of Management.

All Board members are encouraged to submit agenda items for discussion. Agenda items are to be submitted to the Secretary 1 day prior to the meeting.

Minutes and agendas will be circulated by the Secretary one week before each meeting.

The following Reports will be circulated with the Agenda:

- Community Development Officer (CDO)
- Finance
- ONCN

As a general rule, phone calls and text messages are not to be made during meetings. If emergency situation, phone could be put on silent mode.

Board members, staff, volunteers and any visitors to the meeting are expected to treat other people at the meeting with dignity, respect, sensitivity and fairness.

The Chairperson:

- ensures that the meeting starts and finishes on time
- notes who wishes to speak, and indicates when a person may speak
- is responsible for keeping the discussion to the subject
- decides when discussion should be brought to an end
- does not usually get involved in the discussion unless their opinion is sought
- should frequently summarise the issue under discussion, to aid in decision making
- refers items to a Subcommittee, working group or staff member for a report at the next meeting if it is apparent that a decision cannot be made.

Discussion will be limited to the appropriate Agenda item.

The Chairperson will encourage the meeting to achieve agreement but ultimately decisions will be made by motion with a majority vote on a show of hands (except where the Constitution provides for a secret ballot).

Motions:

- will commence with 'that'
- will be specific
- will be unambiguous
- will not be worded in the first person
- will not usually contain more than one sentence
- may incorporate an explanation by way of preamble
- will not attempt to revive a motion previously rejected
- may, if circumstances require it, be in the negative.

Up to two 'friendly amendments' can be made per motion. Only one formal amendment is allowed per motion.

In the unusual circumstance that a member is unwilling to vote either for or against a motion, the abstaining member will be asked by the Chair to immediately provide a short explanation to the meeting for their abstention. This explanation will be recorded in the Minutes.

Board members, staff, volunteers and any visitors to the meeting are expected to listen in silence and to show respect for the views expressed by other Board members, staff, volunteers and visitors.

Side discussions, interjections and disrespectful spoken or body language will not be tolerated.

Members may raise a Point of Order if the Constitution or Meeting Procedures appear to have been breached.

The Chairperson will promote lively but structured discussion and debate. The Chairperson will disallow offensive remarks, repetitive comment or comment which is intended to cause distress or conflict.

Repeated unacceptable behaviour will be considered a breach of the Code of Conduct and will be acted on by the Board.

Visitors are welcome at meetings but may only speak to the meeting with the Chairperson's permission. Appropriate arrangements will need to be made with the Chairperson prior to the start of the meeting. Usually a 10 minute limit will apply if visitors wish to address the meeting.

Where the Constitution and Meeting Procedures are ambiguous or silent, the Chair will rule about how to proceed.

Where there is continuing disagreement on any ruling by the Chair, any member may move a motion of dissent to the Chair's ruling. If this motion is seconded a vote shall be taken. If the motion of dissent is carried, the Chair's decision is set aside or reversed.

The spirit and intent of these Meeting Procedures will apply to all Subcommittees of the Board.

The spirit and intent of these Meeting Procedures will apply to all Annual, Special and General Meetings of the Board.

These Meeting Procedures will be reviewed after each Annual General Meeting.

## 7. References

- Centre's Constitution
- Centre's Code of Conduct

## 8. Forms or Attachments

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## 9. Approvals

	<b>Policy</b>	<b>Procedure</b>
Approving Authority	Board of Management	Board of Management
Approval Date		
Next Review Due		