



CONDUCT OF MEETINGS POLICY

Lake Baroon Catchment Care Group Inc

PO Box 567, Maleny Qld, 4552

Tel: 07 5494 3775

Email: info@lbccg.org.au

Policy Number	006	Responsible person	Chair
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Drafted by	Manager	Scheduled review date	As required

Policy adapted from <https://www.communitydirectors.com.au/icda/policybank/>

Introduction

Meetings are necessary in order that Lake Baroon Catchment Care Group can be governed efficiently under its constitution.

Wide consultation with all stakeholders and with different points of view and wide discussion of basic issues are a necessary support for good decision-making and should be encouraged. They do not necessarily, however, have to take place in the Management Committee meeting itself.

By default, the President is normally the Chair of meetings. In the absence of the President, the Vice President shall chair meetings. In the absence of both the President and Vice President, another present member will be elected to chair the meeting. The chair will ensure that the conduct of business runs smoothly.

Purpose

This policy is designed to

- identify a minimum set of conditions that will allow necessary decisions to be taken efficiently and if possible expeditiously
- assign discretion to rule on matters not covered

Policy

The conduct of meetings of the Lake Baroon Catchment Care Group shall be governed by the Standing Orders. See Appendix 1.

Procedures

1. The Chair of the organisation shall be elected as laid down in the organisation's constitution/rules.
2. The Chair shall chair meetings according to the Standing Orders of the Management Committee.

Responsibilities

The Chair shall chair the meetings of the Management Committee meeting according to the standing orders of the board, taking account of both the need for efficiency and the importance of accountability.

The Secretary shall maintain a record of the Management Committee's standing orders, including any amendments made by the Management Committee from time to time.

The Secretary shall prepare the Agenda for Management Committee meetings in consultation with the Chair and the Manager, and shall circulate the Agenda and any meeting papers to Management Committee members before the meeting.

Related Documents

- LBCCG Constitution
- Standing Orders
- Conduct of Meetings Policy
- Governance Policy
- Management Committee Duties Policy

Appendix 1: Standing Orders

Election of office bearers

Officers of Lake Baroon Catchment Care Group shall be elected by the method specified in the organisation's constitution. The officers shall hold their office from the time of the declaration of the polls following any election for the position.

The mode of election in any election shall be by a show of hands unless there are more candidates than positions whereby election shall be decided by secret ballot.

Notice of Meeting

The Chair shall ensure that all Management Committee members have 14 days' notice of the date, time and place of the next meeting.

Minutes of any meeting of the Management Committee shall be circulated to all members before the scheduled date of the next meeting. The minutes shall record

- the date, time and venue of the meeting;
- the names of those members and Committee present;
- the name of the Chairperson;
- any apologies tendered;
- any failure of a quorum;
- a list of items considered;
- any resolutions pertaining to those items; *and*
- details of any declarations of pecuniary interest.

Any other matters may be recorded at the discretion of the Chair.

Management Committee meetings shall be held at the dates, times, and places decided by the Management Committee from time to time, except that ten meetings shall be held in any one year.

A special meeting of the Management Committee shall be called at any time at the request of no fewer than three Management Committee members. Fourteen days' notice must be given of any such meeting. Where possible, an Agenda and any supporting papers should be circulated with the notice of meeting.

Quorum

The quorum for any Management Committee meeting shall be as laid down in the constitution (half plus one). The quorum for any other meeting of organisation (sub-committees etc) shall be determined by the Management Committee on an as required basis.

At any point after the opening of a meeting any member of the Management Committee may call attention to the lack of a quorum. The meeting shall then terminate.

It is preferable that a lack of likely quorum is identified well in advance prior to the meeting so that an alternative meeting date can be proposed.

Voting

The Chair must receive and to put to a vote any properly Seconded Motion moved by any member, including Motions dissenting from decisions by the Chair.

The mode of voting (show of hands, ballot, etc.) shall be as determined by the Chair from time to time.

Members may vote for any motion or may abstain. A Motion shall be declared carried if a plurality of members present (that is, a majority of members present and voting) vote in its favor. In the event of an equality of votes for and against a Motion, the Chair shall have the casting vote.

Members' Interests

No members shall vote or take part in the discussion of any matter at any meeting where they, directly or indirectly, have any pecuniary interest as defined in law, other than an interest in common with the public, or with the clients of the organisation, or with the staff of the organisation.

Every member present when any matter is raised on which they directly or indirectly have a pecuniary interest, apart from any interest in common with the public, is under a duty to fully declare any such interest to the meeting. This disclosure, and any subsequent abstention of such member from discussion and voting on the item, is to be recorded in the Minutes.

Speaking

Members may speak to any Motion when granted the right to speak by the Chair.

The Chair shall grant priority to members who express an intention to move dissent with a decision of the Chair.

In speaking to any Motion or Amendment, members are to confine their remarks strictly to such Motion or Amendment, and shall not introduce irrelevant matters or indulge in needless repetition. In this matter, the Chair's ruling is final and not open to challenge.

Amendment

The Management Committee may amend these Standing Orders at any time either permanently or for a specified period.

Other matters

The Chair is to decide all questions where these Standing Orders make no provision or insufficient provision.