

Policy: Board Operational Policies

Title	Conduct of Meetings Policy	Number: v1.19032010
Approved by	GORRC Executive Committee	Issue Date: 11/3/2010
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Associated GORRC policies		

Introduction

Meetings are necessary in order that GORRC Inc 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 board meeting itself. The chairship of the board is an elected position, and that election should confer a wide discretion on the elected candidate to 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 within GORRC Inc shall be governed by the standing orders of the board or committee concerned (for the board's 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 board chair shall chair the meetings of the board according to the standing orders of the board.

Responsibilities

The board chair shall chair the meetings of the board 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 board's standing orders, including any amendments made by the board from time to time.

The secretary shall prepare the agenda for every board meeting in consultation with the chair and shall circulate the agenda and any meeting papers to board members before the meeting.

Related Documents

- Constitution/Rules
- Standing Orders

Appendix 1: Sample Standing Orders

Election of office bearers

Officers of GORRC Inc 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.

Where election of a vice-chair is not specified in the constitution, the position shall be filled by an election among board members.

The mode of election in any election shall be by ballot.

Notice of Meeting

The chair shall ensure that all board members have 14 days notice of the date, time and place of the next meeting.

Minutes of any meeting of the board 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 officers 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.

Ordinary meetings of the board shall be held at the dates, times, and places decided by the board from time to time, except that four meetings shall be held in any one year.

A special meeting of the board shall be called at any time at the request of no fewer than three board 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 board meeting shall be as laid down in the constitution. The quorum for the meeting of any other committee shall be as laid down in the committee's terms of reference, or if not there specified shall be as adopted by the committee.

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

Voting

The chair must receive and to put to a vote any properly seconded motion moved by any member of the board, 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 of the board 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 no 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, are 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 board 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.

In reaching its decisions the chair is to take account of, but not to be bound by, Robert's Rules of Order
(<http://www.rulesonline.com/>)