



ACEA

**Australasian Corrections
Education Association**

Create the Opportunity

CONDUCT OF MEETINGS POLICY

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| Policy number | 007 | Version | 1.0 |
| Drafted by | Paul Barnes | Approved by Executive on | 10 January 2020 |
| Responsible person | Paul Barnes | Scheduled review date | 10 January 2021 |

INTRODUCTION

It is important to ensure that meetings are conducted well so that:

- in making decisions, proper regard can be had to the views of the majority, of the minority, of individual members, of absentee members, and of all of these groups taken together; and
- decisions can be made efficiently and expeditiously, with due respect for the time and commitment of members of Australasian Corrections Education Associations and members of the Executive Committee.

Primary responsibility for this rests with the Chair. To achieve that, broad discretion and authority is given to the Chair to make rulings on questions of meeting procedure (subject to the limitations set out in this policy).

PURPOSE

This policy is designed to provide guidance on the appointment of the Chair and set out the parameters by which the Chair is to conduct meetings, to ensure that meetings are conducted well.

APPOINTMENT OF CHAIR

The Chair of Australasian Corrections Education Association's Executive Committee shall be elected as laid down in the Australasian Corrections Education Association's constitution.

Subject to anything in the Constitution:

- In the Chair's absence, the Vice-Chair shall preside as Chair at each General Meeting of the Organisation.
- If the Chair and the Vice-Chair are absent from a General Meeting or an Executive Committee meeting, or are unable to preside, or decline to preside, the Members present must elect one of their number to preside as Chair.
- Meetings of any Executive Committee sub-committees or Advisory Council shall be chaired in the manner laid down by the Executive Committee in their terms of reference.
- A person should not preside as Chair over the part of a meeting concerning the election of the Chair, nor should the Chair give instructions as to the procedure to be followed, in respect of an election for the position of Chair. A temporary Chair should be appointed for that purpose to ensure a fair, unbiased election.

RESPONSIBILITIES

The Chair shall conduct meetings according to the Standing Orders (see Appendix A), and any other resolution of the Executive Committee.

Where the Standing Orders are ambiguous or contestable or silent, and there are no other Executive Committee directions given on the subject, the Chair has discretion to rule as to the practices to be followed.

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 reversed.

RELATED DOCUMENTS

- Constitution
- Conflict of Interest Policy
- Privacy Policy
- Transparency and Accountability Policy

AUTHORISATION

Ron Wilson

10 January 2020

President, Australasian Corrections Education Association (Inc.)

APPENDIX A

ACEA (INC) STANDING ORDERS

ELECTION OF MEMBERS TO THE EXECUTIVE COMMITTEE

- Members of the Executive Committee shall be elected or appointed by the method specified in Australasian Corrections Education Association Constitution
- A person may be nominated, and stand, for election to more than one position but may not be elected to more than one position.
- A single election may be held to fill all the vacant ordinary member positions.
- If the number of persons nominated to fill the vacant position/s is less than or equal to the number to be elected, the Chair must declare each of those persons elected to the position.

NOTICE OF MEETING

Notice shall be given of General Meetings according to the provisions specified in the Australasian Corrections Education Association's Constitution.

The notice should include an adequate and candid description of the business to be transacted at the meeting. The purpose of notice is to enable persons to know what business is proposed for a meeting, so that they can make up their minds whether or not to attend.

The following general principles apply:

- Wherever possible, 2 days' notice shall be given of the date, time and place of Executive Committee meetings. Where urgent matters arise, shorter notice may be given.
- Notice shall be given of meetings of any sub-committees as laid out in the Terms of Reference, or (where this has not been specified in the Terms of Reference) at the discretion of the Chairs of those committees.
- Where possible, Executive Committee agendas and any papers to be discussed at the meeting should be circulated in advance of the meeting.
- Ordinary meetings of the Executive Committee meetings shall be held at the dates, times, and places decided by the Executive Committee from time to time, except that no fewer than four meetings shall be held in any one year.
- Advisory Council Meetings shall be held at the dates, times and places decided by the Executive Committee from time to time, except that no fewer than two meetings shall be held in any one year.
- An additional meeting of the Executive Committee shall be called at any time at the request of no fewer than three Board members. Two days' notice must be given of any such meeting.

QUORUM

The quorum for any General Meeting shall be as laid down in the Constitution. The quorum for any Executive Committee meeting shall be as laid down in the Constitution. The quorum for the meeting of any sub-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 Executive Committee meeting may call attention to the lack of a quorum. The meeting shall then terminate.

AMENDMENTS TO MOTIONS

A resolution put to a general meeting that has not yet been passed will be referred to as a "motion".

In circumstances where one or more members wishes to amend a motion prior to it being passed at a general meeting, the following process should be adopted:

1. The motion (in its original form) should be put to the meeting by the Chair.
2. A member may propose an amendment to the motion ("the amendment").
3. Another member can then second the amendment [subject to the comment below about seconding].
4. The Chair should allow a reasonable opportunity to discussion of the amendment.
5. The Chair should then call a vote on the amendment. If the vote passes, the motion will be amended.
6. If a member wishes to make another amendment to the motion, then steps 2 - 5 should be followed again.
7. Once all the amendments have been made, the Chair should put the motion to meeting for a vote on whether to pass the motion or not.

Notwithstanding the above, the Chair should not allow any amendment to a motion to be put where:

- The proposed amendment introduces substantially new subject material.
 - Remember that members will have decided whether to attend the meeting on the basis of the notice of meeting. If the meeting considers subject matters not included in the notice, it could be unfair to members that are not present.
- The proposed amendment has the effect of negating the motion in its original form.
- There have already been two amendments, unless the Chair in his or her discretion believes there is good reason to allow more. That is, only two amendments should be moved to any motion, after which the meeting should debate and vote on the motion as amended, unless there is good reason to allow further amendments.

VOTING

The Chair should put to the meeting any motion, except:

- The Chair should not allow any motion to be put to a general meeting that is vague or ambiguous.
- The Chair should not allow any motion to be put initiates a subject for discussion unless notice has been given to members that the subject would be covered at the meeting.
- Members, including members of the Executive Committee 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 and the motion will automatically lapse.

MEMBERS' INTERESTS

The Chair should ensure that Executive Committee members are familiar with the Conflict of Interest Policy, and that the procedures required by that policy are observed by members of the Board.

SPEAKING

Members may speak to any motion when granted the right to speak by the Chair. The mover of any motion has the right to speak first on that motion for the time period allocated 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.

The Chair of a general meeting should provide a reasonable opportunity for members to ask questions of the Executive Committee, and any of the Board members. In all cases, the Chair should have regard to the following in determining what is reasonable:

- the purpose of the meeting;
- the time available at the meeting, and the need to ensure that there is sufficient time allocated to conduct the business included in the notice of meeting;
- the desirability of the meeting closing on-time;
- the relevance of the questions being asked to the business included in the notice of the meeting;
- the relevance of the questions being asked to the meeting as a whole and whether the matters being raised could be more appropriately addressed in another forum;
- the most appropriate person/s or entities to whom the questions should be addressed;

- the desirability of ensuring that members have an adequate opportunity to raise concerns about the governance of the Australasian Corrections Education Association; and
- any other matter considered relevant by the Chair.

MINUTES

Minutes of any meeting shall be circulated to all members as soon as possible after that meeting, and 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 meeting Chair;
- 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.

AMENDMENTS TO STANDING ORDERS

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

OTHER MATTERS

In exercising his or her discretion, the Chair is to take account of, but is not bound by, Robert's Rules of Order (<http://www.rulesonline.com/>).