

# PORT ADELAIDE CYCLING CLUB

## POLICY PACC P05

### CONDUCT OF MEETINGS

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## 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 all of the groups taken together; and
- Decisions can be made efficiently and expeditiously with due respect for the time and commitment of the members of the Club and to the members of the Board.

This document should be read in conjunction with the Constitution, which has precedence.

## 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

### Board

As per the Constitution of the Port Adelaide Cycling Club, the elected President will be the Chair of meetings of the Board.

In the President's absence, the Vice President shall preside as Chair.

If the President and Vice President are both absent from a general meeting, or are unable to preside or decline to preside, the members present will elect one of their number to preside as Chair.

### Committees

The Board will elect a Chair of any Committee as per the Terms of Reference for that Committee.

## Board Meetings

### General Conduct of Meetings

As per 17.1 of the Constitution, the Board shall meet at least six times per year, , but generally meets on the second Monday of each month. Where the second Monday of the month is a public holiday, the Board may choose to meet on the following Monday, or not at all.

The quorum for a meeting of the Board shall be one half of the members of the Board.

All Board members are expected to attend meetings, and shall submit apologies to the Secretary as soon as practical, but prior to commencement of the meeting. Any Board

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member who is absent without apology from more than three Board meetings in a financial year shall forfeit their position on the Board.

Individuals who are financial members of the Club are entitled to vote at a meeting. Non-members may attend a meeting at the invitation of the Chair, but will not be able to vote on any decisions.

Questions arising at any meeting of the Board shall be decided by a majority of votes of those present.

### Standing Orders

The following items are discussed at the meeting:

- Welcome and apologies
- Minutes of previous meeting / Actions
- Presentation of Financial reports
- Incoming / Outgoing Correspondence

Other items will be added to the Agenda by request to the Secretary. Such a request should be made at least 72 hours prior to the meeting. The Chair shall decide if other additional business is to be added to the Agenda at the meeting.

### Minutes of the Meeting

The Secretary shall take Minutes at each meeting. Draft minutes 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 conflict of interest.

When a motion is put to approve and second the minutes, only people who were present at the at that meeting can move and second the minutes and only those in attendance at that meeting can vote to accept or approve the minutes.

The Minutes will be ratified at the next meeting and confirmed as a true and accurate record. These confirmed minutes will be filed with Club documentation.

## **Annual General Meeting (AGM)**

### General Conduct of the AGM

As per the Constitution, the AGM will be held within 5 months of the end of the Financial Year.

Twenty members present at the AGM shall constitute a quorum for the transaction of business.

Attendees of the AGM includes the Board, its members including life members and any guests who may be invited. Attendance is not compulsory.

### Standing Orders

The following items are discussed at the AGM:

- Welcome and apologies
- Minutes of previous AGM
- President's report
- Presentation of Financial reports
- Reports from Committees (if any)
- Constitution amendments (if any)
- Board Elections
- Life Memberships (if any)
- Appointment of the Auditor for the next financial year

While general Club business is not normally conducted at the AGM, provision can be made on the Agenda for discussion of a specific topic of interest or a guest speaker.

### Timeline for Notice of AGM and Documentation

Notice of General Meetings is set down in item 12.3 of the Constitution. The timeline for communication to members regarding the Annual General Meeting is critical and must be observed and adhered to.

March / April	Date for AGM agreed to by Board. Individuals to advise whether they will be seeking re-election.
30+ days prior	Notice of AGM date, nomination forms for Board membership and nomination forms for Life Membership are sent to all members. (Nominations for Board / Life membership should be open for two full weeks.)
14 days prior	Finalised Agenda, including details of nominees for Board are sent along with minutes of previous AGM.
At the meeting	Audited Financial Statements and any other appropriate documentation is provided to members.

### Voting at the AGM

Individuals who are financial members of the Club are entitled to vote at the AGM.

Voting members are entitled to appoint a proxy in their absence. A person may not be a proxy representative for more than one other member.

## **The Minutes of the Previous AGM**

The Minutes of the previous AGM are presented for approval at the next year's AGM. They are not presented at a Board meeting or any other general meeting.

When a motion is put to approve and second the minutes, only people who were present at the previous AGM can move and second the minutes and only those in attendance at the previous AGM can vote to accept or approve the minutes.

Draft minutes are sent out with the notice of the next AGM which gives anyone who wishes to, time to revise the draft minutes and raise any missing item or error at the AGM itself.

## **Authorisation**

Gemma Kernich  
President, Port Adelaide Cycling Club