

MEETING PROCEDURES OF THE BOARD OF MANAGEMENT OF THE CENTRAL COAST CONSERVATORIUM OF MUSIC

1 Introduction

These Meeting Procedures are applicable to **all** general meetings; special general meetings and annual general meetings of the Board of Management of the Central Coast Conservatorium of Music and, as far as appropriate, to meetings of subcommittees, and shall be construed subject to the constitution. A Glossary defines the meaning of various terms used in these Meeting Procedures.

2 Guiding Principles of Meeting Procedures

- Meeting procedures should be fair and contribute to open, transparent and informed decision-making.
- Meeting Procedures should reflect levels of formality appropriate for the nature and scope of the responsibilities exercised at the meeting.
- Meeting Procedures should be sufficiently certain to give the CC Conservatorium of Music community and decision-makers confidence in the deliberations undertaken at the meeting.

3 Meetings

- 3.1 The meeting schedule for the year is to be set at the first meeting of the Board for all Board and sub-committee meetings (where possible). Clause 22.1 of the constitution requires the Board to hold an ordinary meeting at least three (3) times in a 12-month period. Clause 26 of the constitution requires the Board to hold an annual general meeting. In relation to sub-committees clause 23 of the constitution requires any sub-committee to meet when they deem it necessary.
- 3.2 Notice of meetings shall be sent in writing to all members of the Board 7 days prior to the date of the meeting.
- 3.3 The agenda of the Board shall be set by the executive, being made up of the President, Vice President, Secretary and Treasurer.
- 3.4 Under the agenda item "other business" at the meeting members can seek to have additional items addressed at the meeting or be placed on the agenda to be dealt with at a later time.
- 3.5 Meetings shall, subject to the presence of a quorum, start at the time set out in the notice of the meeting, and shall continue until all business on the agenda is disposed of.
- 3.6 If there is no quorum present within 30 minutes of the starting time as set out in the notice of the meeting, the meeting will stand adjourned, until the same time and place in the following week (Clause 12.6 of the constitution).
- 3.7 The Board will deal with the items of business set down for the meeting in the order in which they appear on the agenda unless otherwise determined by the Chair.

3.8 Attendance at meetings of the Board by persons other than members of the Board shall be by invitation of the Chair or resolution of the Board.

4 Minutes

4.1 Minutes are to be kept of all meetings. The minutes should be an accurate record of all resolutions of the meeting.

4.2 Minutes are a permanent record and signed copies are required to be kept under the *Act*.

4.3 All motions should be recorded and read back to ensure they are correct.

4.4 The minutes must contain a list of those present, apologies, names of guests or observers, outcomes of business in the order it was dealt with, copies of reports and state the date and time of the next meeting.

4.5 The minutes should not be a verbatim record of the meeting but should be sufficient to set out issues raised and the decisions taken.

5 Order

5.1 The President of the Board shall chair the meetings

5.2 In the absence of the Chair, where there is a Vice President, they shall chair the meeting. In the absence of both the President and Vice President the members shall choose one of the members to chair the meeting.

5.3 A person addressing the Board shall be heard in silence unless a point of order is raised.

5.4 The Chair shall maintain order and conduct the meeting in accordance with these Meeting Procedures.

6 Points of Order

6.1 The Chair may call to order a member who is in breach of the constitution, these Meeting Procedures or a principle of ordered debate. Examples of where a point of order may be called include:

a. if the speaker is addressing issues outside the subject matter of the motion.

b. if fair rules of debate are not being followed.

c. if time limits have been reached.

d. where a quorum is not present.

e. if the language is offensive or abusive; or

f. if the speaker is not a member of the Association.

6.2 A member may draw to the attention of the Chair a breach of the constitution, these Meeting Procedures or a principle of ordered debate and must state briefly the nature of the alleged breach.

6.3 A point of order takes precedence over all other business until determined.

6.4 The Chair will rule on the point of order.

7 Interruption of Meetings by Members

7.1 A member of the Board, invited guest or attending association member must not, while at a meeting—

- (a) behave in an improper or disorderly manner; or
- (b) subject to these Meeting Procedures, cause an interruption or interrupt another member who is speaking.

7.2 The Chair will rule on any instances of interruptions by those defined in 7.1 above. The Chair may seek an apology, have a short adjournment, ask the person to leave the meeting or adjourn the meeting until the next scheduled date. The Chair's ruling will be final.

8 Debate

8.1 Any person wishing to speak shall seek permission from the Chair to speak to the meeting. A time limit of three minutes shall be allowed for a person to speak to the meeting unless time is extended by resolution of the meeting. The Chair may require a speaker to resume their seat if they exceed the time limit.

8.2 The Chair will decide which speaker is entitled to priority provided that the meeting may, by resolution, determine that a particular person shall or shall not be heard. A motion to that effect shall be moved and seconded but not debated.

8.3 A person who is not a member will not be permitted to speak to the meeting other than by invitation of the Board.

8.4 Not more than fifteen minutes shall be allowed for discussion of any subject unless time is extended by resolution of the meeting.

8.5 No person shall speak more than once to the motion, except

- a. the proposer of a substantive motion, who is entitled to reply; or
- b. a previous speaker to a motion, who may speak on a motion for an amendment or adjournment.

NB. This procedure may be relaxed at the Chair's discretion, particularly at informal meetings.

8.5 The meeting may by resolution determine that a speaker be no longer heard. This motion shall be moved and seconded but not debated.

8.6 The Chair may terminate a debate after a reasonable discussion and put the motion to the meeting for voting.

9 Motions

9.1 A motion is required to have a proposer and a seconder, and it is put to the meeting for consideration.

9.2 A motion shall lapse if there is no seconder.

9.3 No substantive motion or amendment may be proposed at a meeting which is in substance the same motion as has previously been proposed and dealt with in the same meeting.

9.4 A member of the Board may move an amendment/s to any substantive motion provided that, if the amendment is carried, the amended motion would not be contrary to the intention expressed by the original motion.

10 Voting

10.1 The Chair or Secretary shall read out the motion before a vote is taken.

10.2 A motion shall be decided on a show of hands unless a secret ballot has been requested.

10.3 At the request of any member of the Board a motion shall be decided by a secret ballot

10.4 If a member abstains from voting they have exercised their right to refrain from voting. A decision on the motion is arrived at by those persons present and voting. Abstaining does not count as voting and that member can not be counted in relation to the total numbers for or against the motion.

11 Committees

11.1 The Board will determine which committees will be formed to assist the Board.

11.2 Each committee is required to have terms of reference and membership which is approved by the Board and reviewed annually.

11.3 Each committee is to report to the Board at the next meeting after the sub-committee has met and provide the minutes of its meeting (Either confirmed or unconfirmed) for noting.

12 Amendments to Meeting Procedures

12.1 Amendments to these Meeting Procedures shall be made only by resolution of which not less than 7 days notice has been given.

12.2 These Meeting Procedures may be amended by resolution carried by a majority of those present and voting.

GLOSSARY:

<i>Abstain</i>	Where a member is present but does not cast a vote for or against.
<i>Agenda</i>	The list of items of business before a meeting and the order in which it is proposed that the meeting should deal with them.
<i>Casting vote</i>	A second vote sometimes given to the Chair of a meeting by the rules, exercisable only in the event of a tied vote, to break the tie.
<i>Committee</i>	A small group of people appointed to carry out a specific task
<i>Constitution</i>	The rules made specific to the governing Board.
<i>Deliberative vote</i>	The vote that expresses an individual's opinion on a matter for decision. All Board members have a deliberative vote.
<i>Executive</i>	This is made up of the office holders of the Board, being the

	President, Vice President, Treasurer and Secretary.
<i>Minutes</i>	The formal brief summary of proceedings at meetings and especially of decisions
<i>Motion</i>	Is a proposal made for the purpose of obtaining a decision and is read into the minutes for accuracy (eg, "That the instruments are purchased from.....").
<i>Point of Order</i>	Is not a motion; it is an allowable interjection that directs the Chair's attention to an apparent or alleged breach of order (eg. Absence of quorum, breach of standing order or introduction of subject matter not relevant to the motion).
<i>Proposer</i>	Is the person who proposes the motion and explains the motion.
<i>Quorum</i>	Is the minimum number of persons who need to be present to constitute a valid formal meeting.
<i>Secunder</i>	Is the person who supports the motion and assists in discussion in relation to the motion.
<i>Meeting Procedures</i>	Are the permanent rules for the regulation of the business and proceedings at an organisation's meetings
<i>Substantive motion</i>	is a self-contained motion; it is not dependent on any other motion. It is a motion ordering something to be done or authorised (eg. "That the secretary sends a letter to...")
<i>Vacate</i>	if the Chair feels sufficiently strong enough about a matter, then they should vacate (leave) the chair temporarily to participate in the debate
<i>Verbatim</i>	in exactly the same words, word for word