

Meetings Policy



1 Purpose and Scope

1.1 Purpose

This policy sets out requirements for Kalamunda Community Learning Centre's (KCLC) meetings.

1.2 Scope

The meetings described include:

- General Meetings (GM)
- Annual General Meeting (AGM)
- Special General Meetings (SGM)
- Executive Committee Meetings (ECM).
- Sub-committee meetings (SCM)
- General meeting requirements (below) apply but with any operational variations described later.

2 Related Documents

The following documents either contain references to this policy or are referred to in:

- Kalamunda Community Learning Centre Constitution and Bylaws. **NOTE: Constitution references/rules/subrules appear in parenthesis in this text e.g. [53(3)]**
- Department of Energy Mines Industry Regulation and safety *Inc: A Guide for Incorporated Associations in Western Australia. Section 6 – Meetings.*

3 Relevant Legislation

Associations Incorporation Act 2015

4 Definitions

General Meeting	A GM provides members with a forum and aims to improve social cohesion within KCLC.
Annual General Meeting	The AGM is a legal requirement under the Associations Incorporations Act 2015. The AGM is a particular general meeting held once a year to allow elections, significant resolutions etc.
Special General Meeting	A SGM is a particular general meeting only called to deal with special resolutions that cannot be dealt with at an AGM or GM.
Executive Committee Meeting	ECMs are held throughout the year to enable the committee to manage KCLC affairs.
Sub-committee Meeting	A SCM similar to the above but varied to meet subcommittee needs.
Chair	The person who presides over a meeting to ensure agenda is followed, rules are enforced etc. Usually, the KCLC Principal Coordinator at GM, AGM and SGM but may be another delegate.
Quorum	The number of members required to be present in order to conduct a meeting.
Member	A person who is a financial ordinary member (10(4)) or tutor/volunteer member of KCLC as defined in [6(1) and (2)] and 10(4). A member is entitled to vote.
Special Resolution	A resolution that will significantly change KCLC operations. For example, but not confined to; affiliation with another association, request to Commissioner to pursue appointment of a statutory manager of KCLC or alteration to KCLC Constitution.

Constitution	The rules of the association as lodged with Consumer Protection WA (or its successor).
Rules	Guiding instructions in constitution - numbered 1 – 70.
Subrule	Part of a rule – may be alpha or numeric identification, usually in parenthesis

5 Policy

General Meeting Format/Minutes

Type of Meeting

- Identified as General Meeting, Annual General Meeting or Special General Meeting.

Date /Time/ Location/allocated duration.

Members present (list).

Chair opens meeting

- Welcome to members and guests etc
- Call for Apologies.
- Ask if any contributing member has any conflict of interest.

Previous minutes read (or previously circulated)

- Resolution to accept minutes as accurate. Proposed by/ Seconded by/ Vote.
- NOTE: If objection/s to accuracy – must be resolved before proceeding

Business arising from minutes.

Correspondence

- Relevant to the meeting (Not applicable to AGM or SGM)

Financial Report

- Presented by Treasurer
- Questions of Treasurer – if required
- Resolution to accept Treasurer's report. Proposed by/ Seconded by/ Vote

Other reports as required.

Advertised/notified business (agenda).

Election of officers and ordinary members of Executive Committee (AGM only). Defined in rules 29, 30, 31 and 32.

General business (NOT AGM or SGM) if time permits - otherwise list as notified business at future meeting.

Next meeting/s – location/date/time/allocated duration.

Meeting closing time.

6 Procedures

6.1 Notice of ANY general meeting (AGM SGM GM)

6.1.1 A notice of the meeting will be sent to all members in writing.

- The notice will be sent at least: 14 days prior to a general meeting [50(1b)] or at least 21 days prior to a general meeting if a special resolution is required.[50(1a)].

6.1.2 The notice of the meeting shall specify:

- The place, date and time of the meeting;
- The purpose and order of the meeting and;
- Include the full text of all motions or resolutions that will be put to members at the meeting.

Note: Additional requirements for AGM and SGM. Refer below.

6.1.3 Invitations to meetings may be extended to special guests and/or the public by the Committee.

6.2 Quorum at ANY general meeting (GM AGM, SGM.)

- The quorum must be **20** members who are entitled to vote. (source: page 1 item C).
- A quorum must be reached within 30 minutes of the start time for the meeting to proceed. If not, the meeting may lapse or be deferred [53(4&5)].

6.3 Use of technology if a member cannot physically attend a meeting

- (Executive) Committee meeting: A committee member can attend remotely using appropriate technology e.g. teleconference etc.;[42(1)]
- All General meetings: If practicable, committee can allow KCLC members to attend remotely using appropriate technology [52(1)]
- The technology must reasonably allow each member to participate fully in the meeting. Throughout this document, "Present" includes those members present using remote technology [42(2) and 52(2)].

6.4 General Meeting

6.4.1 Prior to the GM

The nominated meeting coordinator will:

- Confirm the number of members needed for a quorum.
- Prepare a list of other special guests and their contact information.
- Prepare the meeting package.
- Give notice of the meeting;
 - Call for proxies. Described in rule 51. Note: attendees can only hold maximum of 5;
 - Send a reminder to all contributors to prepare their reports for the meeting agenda;
 - Previous meeting minutes;
- Organise logistics: Venue; Catering; Seating; Staffing; Equipment and other resources (e.g. microphone, Internet, teleconference, stationery, projector, voting cards and printing); and
- Test all electronic equipment prior to the meeting.

- Prepare a list of RSVPs, including attending members who are entitled to vote, apologies and proxies received.
- Prepare a running sheet for the day. Set some time with the Chair to run through the order of events and timing.

6.4.2 On the day of the GM

- Set up the venue, including:
- Registration/greeting table;
- Sign in sheet for all attendees to register;
- Catering and refreshments;
- Equipment e.g. teleconference, projector, laptop; and
- Tables and stationery (if required);
- Make available copies of the meeting papers.
- Normal meeting procedures are followed. Provide the Chair of the meeting with a list of apologies and the GM package.
- Ensure the Secretary is prepared to take minutes of the meeting.

6.4.3 Voting at the GM

- By a show of hands or other means as determined by the meeting.
- The voting conditions at a meeting are detailed in the KCLC Constitution [subrule 55].
- A resolution requires more than 50% of the members present or by proxy, entitled to vote.
- The Chair is entitled to cast a second (casting) vote if the first vote is tied.

6.5 Annual General Meeting

General meeting format is followed but will include audited financial reporting and election/appointment of committee members (which can be undertaken with the assistance of a Returning Officer) in accordance with rules 30 to 32.

6.5.1 Schedule of the AGM

- The AGM must be held once a year within six (6) months after the end of KCLC's financial year [Page 1/E and 48(2)]. If the association is unable to hold its AGM within the timeframe, the Commissioner can approve an extension to hold the AGM outside of the six-month period, but only if the request is made before that period expires.
 - The Executive Committee will set the date, time and place of the AGM.

6.5.2 Purpose of the AGM

- The AGM will ONLY cover the following business:
- Confirmation of the minutes of the previous AGM and any Special General Meetings held subsequently;
- Receipt of the Treasurer's report, including the audited financial statements for the previous financial year and the financial budget for the current financial year
Note: Formal auditing is not obligatory for tier 1 organisations (turnover <\$500K pa) but retained by KCLC to ensure transparency and ensure principle of "due diligence";
- Receipt of the Principal Coordinator's annual report of the Association for the previous financial year;

- Appointment of an auditor for the current financial year; and
- Any other nominated business that was included on the agenda.
- Election and/or appointment of committee members;
- Discussion and voting on any notified Resolutions/Special Resolutions.

6.5.3 Prior to the AGM

Prior preparation for AGM is as for GM but with the following additions:

The nominated meeting coordinator will:

Prepare timeline and dates to comply with nominations for elections etc.

- Publish notice of the AGM by the due date. At least 42 days prior [30(1)];
- Call for nominations for the Executive Committee by the due date. At least 28 days prior [30(1)];
- Note: As per general meeting procedures above, a final notice of the AGM will be sent to all members in writing at least 14 days prior or 21 days if a special resolution is required and will include the names of the members who have nominated for election to the committee under rule 30(2); any special resolution received; the agenda and annual report of the association.
- Prepare the AGM package:
- Committee appoints a **Returning Officer** to help with the election of committee members.
- Ensure the audit/review of the financial records of the previous financial year is completed before the AGM.
- Check if the auditor is eligible and available to conduct next year's financial reports or audits. If not, find a new auditor to appoint at the AGM.
- Send a reminder to Chair and Treasurer to prepare a report for the AGM.
- Ensure the Annual Report is completed prior the AGM.
- Process the nominations for positions on the Committee and decide if an election is required.
- Prepare the AGM papers and circulate them to members prior to the AGM to allow fair perusal:
 - Agenda;
 - Previous AGM minutes;
 - Treasurer's Report on the financial position of the Centre and financial audit;
 - KCLC Annual Report.
- Provide the Chair of the meeting with a list of apologies and the AGM package.
- Ensure the Secretary is prepared to take minutes of the meeting, has prepared a running sheet for the day and met with the meeting Chair and **Returning Officer** to confirm order of events and timing.
- Ensure the Returning Officer has a list of nominees received for the committee and is prepared if an election is required and if so call for two tellers.

6.5.4 Conduct of the AGM

General meeting rules apply with the following variations:

- Confirm minutes of any Special General Meetings during the year (48(3)).
- Election of new committee.
- Advertised business.
- The standard agenda for the AGM will cover all the business listed above.

6.5.5 Voting at the AGM

- By a show of hands or other means as determined by the Meeting,
- The voting conditions at an AGM are as for GM **EXCEPT**;
- For a special resolution, a majority is **75%** or more of the members present and entitled to vote at the meeting is required. Note conditions [55].

6.5.6 Post AGM

- The Secretary will prepare the minutes of the meeting within 30 days after the AGM (58(4)).
- The Treasurer or delegate will lodge the annual financial report with Consumer Affairs (or its successor).
- Significant outcomes of the AGM will be made available to all members, partners and the community within 14 days of the AGM or as soon as practicable thereafter.
- The Secretary will update committee records and procedures with any new committee members and/or roles as required.

6.5.7 Responsibilities

The **Executive Committee** is responsible for ensuring the AGM is conducted within legal requirements.

The **Returning Officer (RO)**. Note: A separate position of RO is not obligatory. The Constitution allows the Principal Coordinator to complete this role. In the interests of perceived transparency and to maintain tradition, the executive committee can nominate a non-committee member to the temporary role of RO for the AGM. RO responsibilities/duties [31&32]:

- Inspect all nominations forms to ensure they are valid and correctly completed (inspection is confined to the form itself and to the information provided within).
- At the declaration of the election at the AGM, take over as chair of the meeting and request all current management committee members stand down.
- Declare the nominee elected for each uncontested position.
- For any contested positions: Prior to vote, ask floor if voting by show of hands is acceptable. If any objections arrange a secret ballot.
- Hold a poll of members present.
- Declare the results of any poll.
- Invite the newly elected committee members to take their seats.
- Hand the chair back to the newly elected Principal Coordinator.
- Prepare a report for inclusion in the AGM minutes.

6.6 Special General Meeting

General meeting format applies with the following variations:

- A Special General Meeting is only called to deal with special resolutions that cannot be dealt with at an AGM or other meetings. No other business can be conducted at a SGM.
- The Executive Committee can call a SGM at any time or must do so if 10% of KCLC membership demand it [49(2)]. If so, the Committee is obliged to call the SGM within 28 days. If the Committee does not comply, members may convene a SGM within 3 months [49].
- Special resolutions require minimum 75% vote of members present to pass [55(3)].
- If a quorum is not met within 30 minutes of published start time. The SGM lapses [53(4)].

6.7 Executive Committee Meetings

General meeting format applies with the following variations:

- Quorum: Any five committee members.
- Minimum of three committee meetings per year are required.
- Minimum 48 hours' notice of a meeting required.
- Only notified business is to be conducted except where all members agree that some new business is urgent.

These **and other** Committee meeting requirements are described in rules [39 to 45].

6.8 Sub-Committee Meetings

General meeting format applies but with local variations to meet sub-committee needs. Sub-committee roles are described in rules [46 and 47]

7 Document History

Document name:			
Version number	Version date	Approved by	Description of changes
1.0		Executive Committee	Adopted

8 Approval

Name	
Position	
Signature	
Date	