

Committee Procedures

An understanding of procedures for meetings will contribute to our efficiency and effectiveness and avoid future conflicts.

Role of Committee Chairperson:

1. To ensure that the agenda and minutes are prepared and forwarded to the office
2. To ensure that the agenda is followed
3. To ensure that everyone has an opportunity to speak
4. To keep speakers to the point
5. To maintain impartiality, fairness and to resist the opportunity to join in/put own opinion first
6. To summarize discussion preparatory to decision
7. To strive for consensus – use own and casting vote sparingly
8. To ensure tasks allocated are carried out
9. To speak for group publicly, unless otherwise agreed

Responsibilities and Rights of Committee Members:

What is expected of you and what you are entitled to expect:

1. Attend regularly – send notice if you can not
2. Familiarize yourself with committee procedures should we decide to adopt them
3. Take part in decisions – don't be a silent passenger
4. Carry out any tasks allotted to you
5. Offer yourself for positions of leadership if you have special skills
6. Realize and understand your responsibilities as a committee member
7. Be loyal to the committee
8. Remember you are accountable to the membership as a whole
9. You have rights to match your responsibilities:
The right to correct information The right to be heard
The right to be consulted The right to respect and loyalty from colleagues

General Committee Meeting Guidelines

Committee Members:

- Study minutes of last meeting and agenda for the forthcoming meeting before and not at the actual meeting
- Arrive in good time for the meeting
- Don't discuss business at the meeting except through Chair
- Follow the guidance and abide by the rulings of the Chair
- The agenda of a meeting will be the list of items, which have to be discussed at the meeting

Agenda Format:

- Apologies: example: Bill called and could not attend
- Chair's business (any special announcements about matters not on the agenda)
- Approval of Minutes from last meeting
- Matters arising from minutes
- Items of main business
- Any other business
- Date, time and venue of next meeting

Meetings:

- The committee shall meet once a month, unless agreed ahead of time
- Meeting date, time and venue of each meeting shall be agreed in advance at the first committee meeting
- A meeting shall not be longer than two hours, except where not less than 2/3 of members present agree to extension
- Quorum, the minimum number of members present to allow business to be conducted (quorum) shall be 1/2 of the total membership of the committee

Voting:

Decisions of the committee shall generally be taken by consensus, unless the Chair considers that:

- A matter is too minor to warrant a lengthy discussion' or
- There is no possibility of agreement
- When voting occurs, a simple majority shall be needed for a decision
- The Chair shall have a personal vote and in the event of a tie, shall have a second or casting vote