Meeting Procedure Policy

1. Purpose

The purpose of this policy is to identify a minimum set of conditions that will assist the Committee to conduct its meetings in accordance with The Echunga Memorial Institute Inc.'s (EMI) Constitution and stated Objectives.

2. Responsibilities

It is the responsibility of EMI's Committee to ensure that this policy is implemented.
It is the responsibility of EMI's Committee to ensure that the procedures are implemented.

3. Principles

Meetings need to be conducted under rules that are fair, understandable, efficient, and capable of dealing with poor or obstructive behaviour.

4. Definitions

Meetings means meetings that are convened in accordance with the Constitution and policies of EMI.

5. Policy

The combined provisions of the Associations Incorporation Act 1985 and EMI's Constitution form the basis of how the Committee must conduct its meetings. Every Committee member should be aware of and understand the parts of the Constitution, Code of Conduct and Conflict of Interest Policy which relate to meetings. These requirements must be observed at all times.

6. Procedures

All Committee members are encouraged to submit agenda items for discussion. The Secretary and the Chairperson will set the Agenda. Agenda items are to be submitted to the Secretary in a timely manner prior to the next meeting.

The following Reports are to be submitted to the Secretary in a timely manner before the meeting and are to be circulated with the Agenda:

- President
- Vice President
- Secretary
- Treasurer
- Convenor of each Subcommittee

The Agenda and attachments will be circulated by the Secretary before each meeting.

The Minutes and attachments will be circulated in a timely manner following each meeting.

Non-attendees who have not submitted an apology (by phone, email or text message) by 6pm to the Secretary of the Committee will be recorded as Absent. Third party apologies will not be accepted. Non-attendance at Committee meeting for reasons not acceptable to the Committee will be managed in accordance with the Constitution.

Phone calls are to be made or taken away from the meeting table. Other use of mobile phones and other devices is to be confined to Committee business or done away from the meeting table.

Visitors may observe the meeting with the permission of the Committee. Approval is granted or refused at the discretion of the Committee. Appropriate arrangements will need to be made with the Chairperson prior to the start of the meeting for the visitor to attend part or all of the meeting. Visitors may only speak to the meeting with the Chairperson's permission and usually a five minute limit will apply.

Throughout the meeting, Committee members and visitors are expected to treat everyone at the meeting with dignity, respect, sensitivity and fairness.

Committee members and visitors are expected to listen to speakers in respectful silence. Side discussions, interjections and disrespectful spoken or body language will not be tolerated.

Chairperson

Members and visitors must show respect for the role of the Chairperson as the facilitator and controller of the meeting.

The Chairperson will promote lively but structured discussion and debate. The Chairperson will disallow offensive remarks, repetitive comment or comment which appears to be intended to cause insult, distress or conflict.

The Chairperson:

- ensures the meeting starts and finishes on time
- is responsible for keeping the discussion to the Agenda item
- notes who wishes to speak, and indicates when a person may speak
- does not usually get involved in the discussion unless their opinion is sought
- rules on Points of Order
- should frequently summarise the issue under discussion to aid in decision making
- decides when discussion should be brought to an end
- refers items to a Subcommittee, working group or a Committee member for a report at the next meeting if it is apparent that a decision cannot be made at that time.

Substantive Motions

The Chairperson will encourage the meeting to achieve agreement but ultimately decisions will be made by a substantive motion with a majority vote on a show of hands (except where the Constitution provides for a secret ballot).

Motions:

- will commence with 'Moved that…'

- will be specific
- will be unambiguous
- will not be worded in the first person
- will not usually contain more than one sentence
- may incorporate an explanation by way of preamble
- will not attempt to revive a motion previously rejected
- may, if circumstances require it, be in the negative.

The Mover of the motion may immediately speak on it.

A motion will lapse if there is no Seconder. The Chairperson will take speakers alternately for or against the motion and those wishing to ask a question without comment. If opposition to the motion has been expressed, the Mover shall be given a Right of Reply but only to address concerns raised.

Up to two 'friendly amendments' can be made per motion. Only one formal amendment is allowed per motion.

In the unusual circumstance that a member is unwilling to vote either for or against a motion, the abstaining member will be asked by the Chair to immediately provide a one-minute explanation to the meeting for their abstention. This explanation will be recorded in the Minutes.

A motion that has been defeated may not be moved again at the same meeting.

Procedural Motions

Committee Members may move a Procedural Motion for the purposes of bringing the discussion or debate to a close.

Procedural Motions are:

- "Moved that the Question now be put" (used for a live motion when discussion or debate has become repetitive and a result on a substantive motion is required)
- "Moved that the meeting proceed to the next item of business" (used when a discussion or debate has become repetitive and a decision is not necessary).
- "Moved that the question (or matter) lie on the table" (sets the substantive motion aside until such time in the future as someone moves "that the matter regarding XYZ be raised from the table").
- "Moved that debate be adjourned until x date and time" (used when a decision should not be made due to a lack of information or certain people or when the meeting is deadlocked and the decision would be better made if everyone has more time to think the matter through).

Procedural motions require a seconder but no discussion on the motion is permitted. Procedural motions are recorded in the Minutes.

Procedural motions should not be supported as a tactic to needlessly delay a decision or to put off a difficult or potentially contentious decision.

Points of Order

A member may raise a Point of Order if the Constitution, Code of Conduct or Meeting Procedures Policy appear to have been breached. Points of Order must be raised at the time they occur.

It must be thought that:

- the Constitution, the Code of Conduct or these Meeting Procedures have been or will be breached, or
- the speaker is addressing issues outside the subject matter of the Agenda item or a live motion, or
- time limits set by the Chairperson or the meeting have been reached, or
- a quorum is not present, or
- the speaker is using language that is likely to cause insult, distress or conflict.

Discussion or debate is suspended while the Chairperson listens to the reason given for raising the point of order. The Chairperson will immediately rule on the Point of Order (accepted, not accepted, not a valid point of order) and their decision is final. Points of Order are not recorded in the Minutes.

General

Repeated unacceptable behaviour will be considered a breach of the Code of Conduct and will be acted on by the Committee.

Where the Constitution and Meeting Procedures are ambiguous or silent, the Chair will rule about how to proceed.

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 set aside or reversed.

The spirit and intent of these Meeting Procedures will apply to all Subcommittees of the Committee.

The spirit and intent of these Meeting Procedures will apply to all Annual, Special and General Meetings of the Committee.

These Meeting Procedures will be reviewed after each Annual General Meeting.

7. References

- EMI's Constitution
- EMI's Code of Conduct
- EMI's Conflict of Interest Policy

8. Approvals

	Policy	**Procedure**
Approving Authority	Committee	Committee
Approval Date	08/10/2025	08/10/2025
Next Review Due	After AGM	After AGM