

## CONDUCT OF MEETINGS POLICY

Policy number	G003	Version	1
Drafted by	Karen Nankervis		
Approved by General Committee on		13 September 2020	
Responsible person	Convener	Scheduled review date	April 2021

### 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 of all of these groups taken together; and
- decisions can be made efficiently and expeditiously, with due respect for the time and commitment of members of the International Dance Therapy Institute of Australia (IDTIA) and members of the Committee.

Primary responsibility for this rests with the Convener. To achieve that, broad discretion and authority is given to the Convener to make rulings on questions of meeting procedure (subject to the limitations set out in this policy).

### PURPOSE

This policy is designed to provide guidance on the appointment of the Convener and set out the parameters by which the Convener is to conduct meetings, to ensure that meetings are conducted well.

### APPOINTMENT OF CONVENER

The Convener of IDTIA Committees shall be elected as laid down in the IDTIA's constitution.

Subject to anything in the Constitution:

- In the Convener's absence, the Vice-Convener shall preside as Convener at each General Meeting of the Organisation.
- If the Convener and the Vice-Convener are absent from a General Meeting or a Committee meeting, or are unable to preside, or decline to preside, the Members present must elect one of their number to preside as Convener.
- Meetings of any Committee sub-committees shall be Convened in the manner laid down by the Committee in their terms of reference.

- A person should not preside as Convener over the part of a meeting concerning the election of the Convener, nor should the Convener give instructions as to the procedure to be followed, in respect of an election for the position of Convener. A temporary Convener should be appointed for that purpose to ensure a fair, unbiased election.

## **RESPONSIBILITIES**

The Convener shall conduct meetings according to the Standing Orders (see Appendix A), and any other resolution of the Committee.

Where the Standing Orders are ambiguous or contestable or silent, and there are no other Committee directions given on the subject, the Convener has discretion to rule as to the practices to be followed.

Where there is continuing disagreement on any ruling by the Convener, any member may move a motion of dissent to the Convener's ruling. If this motion is seconded a vote shall be taken. If the motion of dissent is carried, the Convener's decision is reversed.

## **RELATED DOCUMENTS WHEN AVAILABLE**

- Constitution
- Standing Orders (below)
- Conflict of Interest Policy
- Privacy Policy
- Transparency and Accountability Policy

## **AUTHORISATION**



Angela Kastanis – Secretary, IDTIA General Committee  
11 April 2019  
International Dance Therapy Institute of Australia

## **APPENDIX A**

# **STANDING ORDERS**

## **ELECTION OF MEMBERS TO THE COMMITTEE**

- Members of the Committee shall be elected or appointed by the method specified in IDTIA Constitution. The following general principles apply to elections occurring at general meetings: separate elections must be held for each office bearer position, where applicable (eg Convener or President, Secretary, Treasurer).
- A person may be nominated, and stand, for election to more than one position but may not be elected to more than one position.
- A single election may be held to fill all the vacant ordinary member positions.
- If the number of persons nominated to fill the vacant position/s is less than or equal to the number to be elected, the Convener must declare each of those persons elected to the position.

## **NOTICE OF MEETING**

Notice shall be given of General Meetings according to the provisions specified in the IDTIA's Constitution.

The notice should include an adequate and candid description of the business to be transacted at the meeting. The purpose of notice is to enable persons to know what business is proposed for a meeting, so that they can make up their minds whether or not to attend.

## **QUORUM**

The quorum for any General Meeting shall be as laid down in the Constitution. The quorum for any Committee meeting shall be as laid down in the Constitution. The quorum for the meeting of any sub-committee shall be as laid down in the committee's Terms of Reference, or if not there specified shall be as adopted by the committee.

At any point after the opening of a meeting, any member of the Committee may call attention to the lack of a quorum. The meeting shall then terminate.

## **AMENDMENTS TO MOTIONS**

A resolution put to a general meeting that has not yet been passed will be referred to as a "motion".

In circumstances where one or more members wishes to amend a motion prior to it being passed at a general meeting, the following process should be adopted:

1. The motion (in its original form) should be put to the meeting by the Convener.
2. A member may propose an amendment to the motion ("the amendment").

3. Another member can then second the amendment [subject to the comment below about seconding].
4. The Convener should allow a reasonable opportunity to discussion of the amendment.
5. The Convener should then call a vote on the amendment. If the vote passes, the motion will be amended.
6. If a member wishes to make another amendment to the motion, then steps 2 - 5 should be followed again.
7. Once all the amendments have been made, the Convener should put the motion to meeting for a vote on whether to pass the motion or not.

Notwithstanding the above, the Convener should not allow any amendment to a motion to be put where:

- The proposed amendment introduces substantially new subject material.
  - Remember that members will have decided whether to attend the meeting on the basis of the notice of meeting. If the meeting considers subject matters not included in the notice, it could be unfair to members that are not present.
- The proposed amendment has the effect of negating the motion in its original form.
- There have already been two amendments, unless the Convener in his or her discretion believes there is good reason to allow more. That is, only two amendments should be moved to any motion, after which the meeting should debate and vote on the motion as amended, unless there is good reason to allow further amendments.

## VOTING

The Convener should put to the meeting any motion, except:

- The Convener should not allow any motion to be put to a general meeting that is vague or ambiguous.
- The Convener should not allow any motion to be put initiates a subject for discussion unless notice has been given to members that the subject would be covered at the meeting.

[Unless it is required by the Constitution or by-laws of IDTIA, or it involves a motion to overturn a decision of the Convener] It is not necessary for a motion to be seconded.

[Subject to the IDTIA's Constitution]:

- Members, including members of the Committee may vote for any motion or may abstain.
- A motion shall be declared carried if a plurality of members present (that is, a majority of members present and voting) vote in its favor.
- In the event of an equality of votes for and against a motion, the Convener shall have no casting vote and the motion will automatically lapse.

## **MEMBERS' INTERESTS**

The Convener should ensure that Committee members are familiar with the Conflict of Interest Policy, and that the procedures required by that policy are observed by members of the Committee.

## **SPEAKING**

Members may speak to any motion when granted the right to speak by the Convener. The mover of any motion has the right to speak first on that motion for the time period allocated by the Convener.

The Convener shall grant priority to members who express an intention to move dissent with a decision of the Convener.

In speaking to any motion or amendment, members are to confine their remarks strictly to such motion or amendment, and shall not introduce irrelevant matters or indulge in needless repetition. In this matter, the Convener's ruling is final and not open to challenge.

The Convener of a general meeting should provide a reasonable opportunity for members to ask questions of the Committee, and any of the Committee members. In all cases, the Convener should have regard to the following in determining what is reasonable:

- the purpose of the meeting;
- the time available at the meeting, and the need to ensure that there is sufficient time allocated to conduct the business included in the notice of meeting;
- the desirability of the meeting closing on-time;
- the relevance of the questions being asked to the business included in the notice of the meeting;
- the relevance of the questions being asked to the meeting as a whole and whether the matters being raised could be more appropriately addressed in another forum;
- the most appropriate person/s or entities to whom the questions should be addressed;
- the desirability of ensuring that members have an adequate opportunity to raise concerns about the governance of the IDTIA; and
- any other matter considered relevant by the Convener.

## **MINUTES**

Minutes of any meeting of the Committee 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 Convener;
- 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 pecuniary interest.

Any other matters may be recorded at the discretion of the Convener.

## **AMENDMENTS TO STANDING ORDERS**

The Committee may amend these Standing Orders at any time, either permanently or for a specified period.

## **OTHER MATTERS**

In exercising his or her discretion, the Convener is to take account of, but is not bound by, Robert's Rules of Order (<http://www.rulesonline.com/>).