

## CONDUCT OF MEETINGS POLICY AND PROCEDURE

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|------------------------|--|
| Responsible Officer    | Executive Manager: Community Engagement. |
| Approved by            | Chairman                                 |
| Review by              | Executive Manager: Community Engagement  |
| Last Reviewed          | 12/07/2015                               |
| Next Reviewed          | 31 /01/2017                              |
| Approved and commenced | 12/07/2015                               |

### 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 Community Veracity and members of the Board.

Primary responsibility for this rests with the Chair. To achieve that, broad discretion and authority is given to the Chair 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 Chair and set out the parameters by which the Chair is to conduct meetings, to ensure that meetings are conducted well.

### APPOINTMENT OF CHAIR

The Chair of Community Veracity's Board shall be elected as laid down in the Community Veracity's constitution/rules.

Subject to anything in the Constitution/Rules:

- In the Chair's absence, the Vice-Chair shall preside as Chair at each General Meeting of the Organisation.
- If the Chair and the Vice-Chair are absent from a General Meeting or a Board meeting, or are unable to preside, or decline to preside, the Members present must elect one of their number to preside as Chair.
- Meetings of any Board sub-committees shall be chaired in the manner laid down by the Board in their terms of reference.
- A person should not preside as Chair over the part of a meeting concerning the election of the Chair, nor should the Chair give instructions as to the procedure to be followed, in respect of an election for the position of Chair. A



temporary Chair should be appointed for that purpose to ensure a fair, unbiased election.

## **RESPONSIBILITIES**

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

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

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 reversed.