

Meetings

It is important that Clubs and Societies hold regular meetings to ensure participants receive information and participate in the process of making collective decisions.

Each agenda item is introduced by the President who acts as the chairperson. This is followed by discussion based on a motion (recommendation for action) before it is put to a vote. The aim is for meetings to run smoothly, keeping the discussion on track whilst still allowing all options to be explored and all views to be heard.

Basic terms:

'Agenda' is the document which specifies what discussions are intended to take place at the meeting.

'Constitution' is the document that outlines the rules that specify how the club must operate.

'Minutes' are the written recording of who was present, what was discussed and what was decided at the meeting.

'Motion' is a formal proposal submitted to the club. If accepted, the club should endeavour to undertake the action described in the motion. If the motion was an opinion and had no action requested, the motion becomes the official opinion of the club on that matter. Each motion needs a mover, seconder and a vote to determine whether or not it is accepted.

'Mover' is the primary person in favour of a motion. This is ordinarily the person who requested that the motion be submitted in the Agenda.

A **'Point of Order'** is made to draw the meetings attention to a breach in rules, an irregularity in procedure, the breaching of established practices, a contradiction of a previous decision or to highlight the irrelevance or offensiveness of a speaker's comments or their continued repetition. You cannot use a point of order just because you disagree with another committee member or you do not like their suggestions.

'Seconder' is the secondary person in favour of a motion. A seconder is required before a motion is discussed as it emphasises that more than one person is in favour of the motion.

'Standing Orders' is the name given to the meeting rules adopted by an organisation. Standing Orders can be written in a plain English summary of the way the organisation wants their meetings to be conducted. These should be review yearly and should be included in the induction of new members.

'Terms of reference' describe the purpose and structure of a committee, meeting or any similar collection of people who have agreed to work together to accomplish a shared goal. Terms of reference show how the scope will be defined, developed, and verified. They should also provide a documented basis for making future decisions and for confirming or developing a common understanding of the scope among stakeholders. In order to meet these criteria, success factors/risks and restraints should be fundamental keys.

"Quorum" is the minimum number of members that must be present before a meeting can start. For a committee meeting a quorum is at least half the voting members of the committee.

- If there are 6 voting members of the committee, a quorum is 3.
- If there are 7 voting members of the committee, a quorum is 4.

Booking a room for a meeting

As an affiliated club/society you are able to use campus rooms for meetings.

To book a room you must email your Campus officer via the below email address with the following information:

- Club name:
- Booking title:
- Date:
- Start time:
- Finish time:
- Number of attendees:
- Preferred room or building:
- Other room requirements:
- Club contact name:
- Phone number:

Email address to use:

Townsville: ClubsandSocieties.Tsv@lists.jcu.edu.au
Cairns: ClubsandSocieties.Cns@lists.jcu.edu.au

Types of Meetings held by JCUSA Affiliated Clubs/Societies

- **Annual General Meeting (AGM)**

As the name suggests, the Annual General Meeting is held once a year. It is generally held towards the end of the year, before students graduate to ensure the handover of documents and information from one committee to another can occur.

At the AGM, business will include:

- to confirm the minutes of the last AGM and any subsequent general meetings;
- to consider reports from Executive Members, including the Treasurer's financial report;
- to elect the Executive; and
- any other business of which notice has been given.

Sufficient notice is to be provided to all members and the student cohort. The notice shall set out where and when the meeting will be held, and particulars of the nature and order of the business to be transacted at the meeting.

Each Member present at a meeting has one vote. Proxies are not allowed. Motions are passed by a simple majority of those present and voting. The chair of the meeting has their own vote, but does not have a casting vote.

All minutes from the AGM must be retained and provided to JCUSA when the Club/Society re-affiliates every year.

JCUSA has created some templates that may be useful and they include:

- Form 175 Annual General Meeting Agenda template
- Form 165 Annual General Meeting Agenda Minutes template
- Form 170 AGM Attendance List
- Form 176 Ordinary Meeting Agenda template

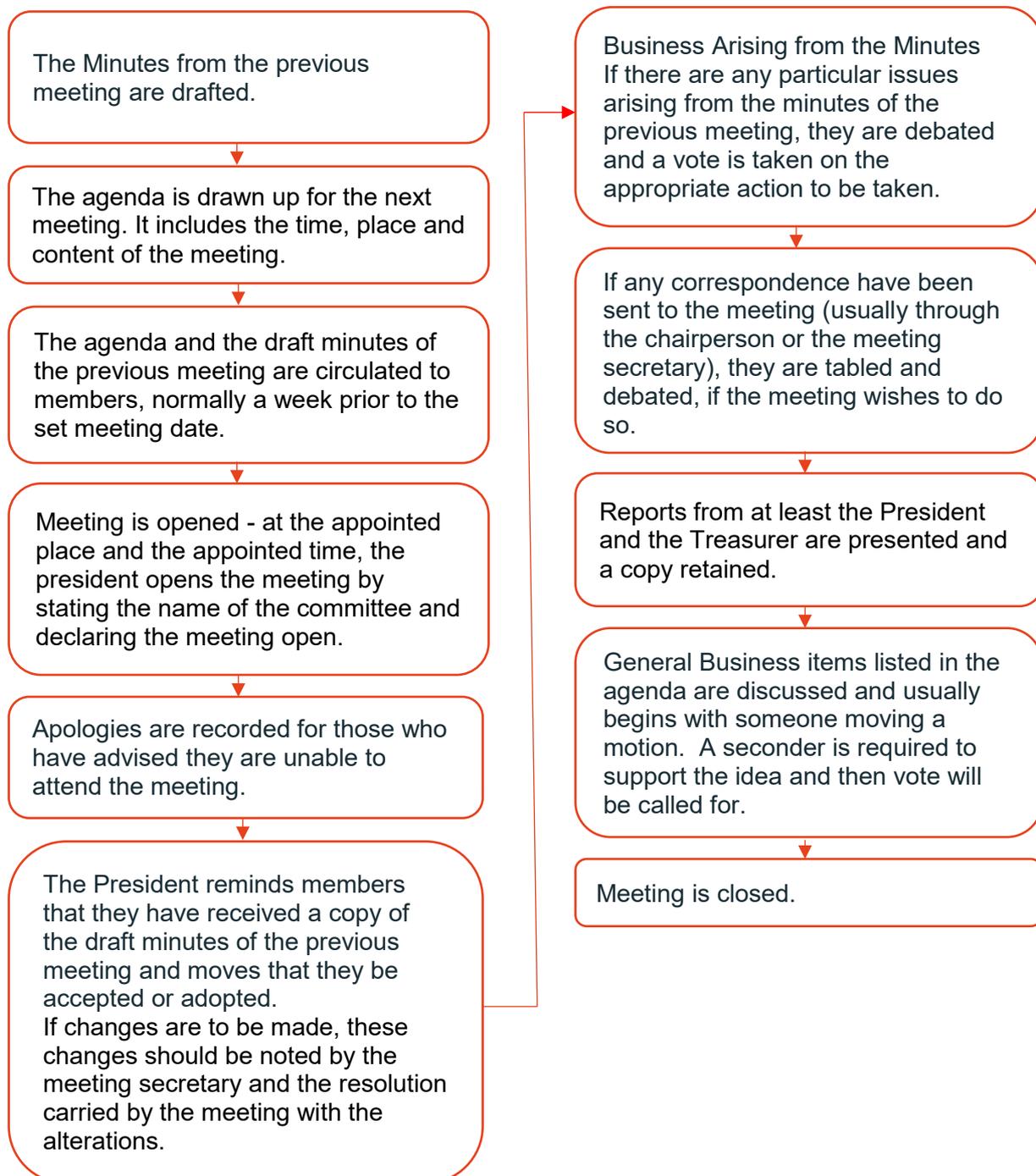
- Form 177 Ordinary Meeting Agenda Minutes template
- Form 178 Ordinary Meeting Attendance List
- Form 168 Club Society Change of Committee Members_Executive List

- **Ordinary Meetings**

The President must call at least five Ordinary meetings of Members each year, including the AGM.

To hold a meeting where motions can be passed a quorum is required.

Meeting flowchart



Duties for meetings

Notice of Meetings

Notice of meetings must be sent in accordance with your club/societies rules. If all those entitled to be at the meeting aren't given proper notice, there's a risk that the decisions of a meeting could be invalid. Even those who say they are not able to attend should receive official notice.

The President or delegate must observe the length of time governing the sending out of notices. If there is not a club/society rule on length of notice, then reasonable notice must be given. The delegate should also check whether rules oblige the organisation to advertise meetings in advance.

The President is to be expected to provide information on the clubs/societies proper meeting protocols according to its rules.

If you have no rules then ensure that all members know about the meeting.

The notice must include the following:

- Time;
- Date;
- Place of intended meeting;
- Nature of business; and
- Whether it is an ordinary or extraordinary meeting.

The agenda

The president and/or chairperson and secretary should be familiar with the agenda and they are probably the positions that would create the agenda.

The agenda is the basis of any meeting and provides direction, structure and purpose. The agenda should be followed in order, unless the meeting directs otherwise. The agenda and any relevant information should be circulated prior to the meeting so that members may attend the meeting prepared to make a well-informed contribution

Before the meeting

Planning is essential. Ensure the agenda is printed, a location has been booked and the person taking the minutes knows what is expected of them

Know the club/society rules and standing orders for the conduct of meetings. Departure from any special rules of procedure could make the business of the meeting invalid.

At the meeting

Call the meeting to order at least several minutes before the opening. Starting on time is essential.

The club/society rules should specify the amount required for a quorum to make the proceedings valid at the specified starting time.

If the numbers at the meeting fall below the quorum at any stage during proceedings of the meeting, no further decisions can be made.

Open the meeting at the arranged time

1. Declare the meeting officially open. This is important as the business of the meeting is recorded from this point on;
2. Identify the meeting by quoting the specific title and class of it, e.g. make the opening a firm statement – “I declare this regular (monthly) meeting of (the name of your club/society) open”;
3. Attendance register to be completed and advise of any received apologies;
4. Record all members present; and
5. Introduce any visitors or special guests and formally welcome them to the meeting.

The minutes

It is essential to have a correct record of the proceedings of a meeting, which is why minutes are kept. These serve a varied role – they are both a general record and an attendance record and, in case of later doubt or dispute, they’re a legally acceptable reference and guide.

It is the Presidents responsibility to ask for any corrections to the minutes of the previous meeting (amend if necessary) and then call for the motion – “it is the wish of the meeting that I sign these minutes (as corrected, if they were amended) as a true and accurate record of the previous (monthly) meeting held on (date)”.

The sole purpose of confirming or adopting minutes is to ensure their accuracy. It’s essential when writing minutes that the content is clear, simple language, accuracy and without ambiguity. The minutes should be written up quickly before the memory fades. But just in case, keep notes made at the time until the minutes have been confirmed at the next meeting.

Matters arising from the minutes are documented, as well as a list of matters to be decided on as per the agenda.

Matters arising from the minutes are usually confined to specific questions or actions someone was appointed to take.

Discussion should be confined strictly to matters in the minutes that will not be covered in reports.

Correspondence

The club/society needs to determine who is responsible for inward and outward correspondence, so they can put the information in a chronological order, and put it to the meeting.

This person should request a formal motion – “that all inward correspondence be received” and “that outward correspondence be approved”.

No discussion should be allowed before the motion is presented.

This person should read to the club/group the date, meaningful contents of the letter and the signatory.

Any member may request that the whole context of the letter be read to the meeting.

Reports

The President and Treasures are to submit reports at every meeting.

JCUSA has created templates to assist within these reports and they are:

- Form 172 Club Society Presidents Report
- Form 166 Club Society Treasurers Report

The treasurer is to provide an update on financial matters.

The President, who is chairing the meeting asks for any discussion arising from the report – “the report is now open for discussion”.

A formal motion is needed to adopt the report – “that the report be received”.

Each report must be adopted after presentation and discussion – “that the report be received”. No seconder is required.

Motions

A motion is a formal recommendation put by a member to a meeting for discussion/debate and consideration/voting.

All items of business requiring a decision must come before the meeting by way of a motion and if passed, becomes a resolution. A motion should be proposed before the chair of the meeting allows any debate or discussion on the topic. This promotes an orderly discussion. Once a motion has been moved the chair (President) should make sure discussion does not depart from the point.

Important motions should include the names of both the mover and seconder. For minor motions, use a simple statement such as: “It was resolved that ...”, “It was agreed that ...”, or “committee resolved to ...”.

Any motions proposed without sufficient notice may be rejected by the President but are accepted as notices of motion for the next meeting.

A motion is only a recommendation until it is carried (passed). Once carried, it is a resolution, an agreed upon decision.

Moving a motion

The mover, standing and addressing the chair, introduces the motion – “I move that...”. This introduces an item of business for the meeting’s scrutiny and has the floor when there is no other motion before the meeting.

The mover must state their case to the meeting on that motion only and may not be interrupted by the chair unless the motion is frivolous or ridiculous and is unlikely to be seconded.

The motion should be clear, concise and unambiguous and not be introduced to the meeting until it is clear. The mover is granted right of reply at the end of the debate.

The seconder

This implies there is support for the motion. The speaker must introduce his/her support with, “I second that motion”. The seconder, who has no right of reply, may speak when he or she seconds the motion or reserve a speech until after further debate.

If there is no seconder the motion lapses.

Immediately after a motion has been proposed and seconded the Chair can save time and cut out repetition by declaring, “Does anyone wish to speak against the motion?” If no, the motion may be put to the vote.

If yes, the order of debate should be speaker against, then for (i.e. alternately), with no speaker (except the seconder’s reserved speech and mover’s right of reply, point of order, or personal explanation, e.g. correcting a misquote) speaking more than once.

Formal motions

These are new items of business and need seconders.

Formal motions may be introduced when either a motion or amendment is under discussion; further discussion must be suspended until the chair/President accepts or rejects the formal motion at their discretion

May not be moved or seconded by a person who has:

- moved the original motion;
- seconded the original motion; or
- spoken on the motion or amendment being discussed prior to the formal motion being moved.

All formal motions suspend debate on amendments and motions, except for “the previous question” which only covers motions, not amendments

Examples of formal motions:

- “The question be left to lie on the table”
- “Proceed to the next business”
- “The previous question be voted upon”
- “Discussion be closed”.

Voting

At the end of a debate, the chair/President puts the motion to the vote.

Voting can be undertaken via:

- Voices;
- show of hands;
- members standing;
- secret ballot; and
- a division.

Unless specified otherwise in the club/society rules, a simple majority vote by voices is often enough to cause the chair/President to declare the result. If there is any doubt on the voice vote, the chair may call, or be called upon by a member, for a show of hands. The club/society rules should nominate the necessary majority needed to ensure motions are resolved.

If there is an equal number of votes for and against on the first and second show of hands and after a ballot, the proposal is rejected.

The club/society will need to have rules in place that clarify voting power and who can vote.

Closing the meeting

This is the signal to say that no further business is being conducted at the meeting.

The time for winding up proceedings is up to the chair/President.

The chair should close the meeting when there is no further business or when continuing would serve no worthwhile purpose.

The normal way of closing is for the chairperson to rise, thank members for their cooperation, thank visitors, wait for silence and announce, "I declare this (monthly) meeting of the (name of the club/society) closed".

The chair should emphasise that the meeting is over by leaving the chair as soon as possible whilst declaring that further discussion is unofficial and leaderless.

Discuss the time, date and venue for the next meeting to ensure everyone knows the details.

Circulating the minutes

Where possible, the minutes should be circulated before the next meeting.

If you can't circulate the minutes beforehand, read only the essential parts (i.e. the decisions), unless the member's request they be read in full.

Confirming the minutes

If the minutes have been circulated before the meeting, the members are to vote: "That the minutes as circulated be taken as read and confirmed as a true record". This gives the members the chance to discuss the accuracy of the minutes as a record. If they are not satisfied, they can agree to amend them and the change should be clearly written in.

The members must not, at this time, reopen discussion on the decisions taken at the previous meeting. They are voting only on the accuracy of the record.