MANAGEMENT COMMITTEE PROCEDURES

(Standing Resolutions Schedule A)

Election of office bearers

Officers of PAQ (Probus Association of Queensland Inc) Management Committee shall be elected by delegates to the Association's Annual General Meeting. The officers shall hold their office from the time of the declaration of the polls following their election to the position.

The mode of election in any election shall be by ballot.

If there is only one nomination for any position fourteen days before the Annual General Meeting, that person shall be declared elected.

Notice of meeting

The chair shall ensure that all Management Committee members have 14 days' notice of the date, time and place of the next meeting.

Minutes of any meeting of the Management Committee shall be circulated to all members 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 chairperson
- any apologies tendered
- any failure of a quorum
- a list of items considered
- any resolutions pertaining to those items

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

Ordinary meetings of the Management Committee shall be held at the dates, times, and places decided by the Management Committee from time to time, usually on the first Friday of each month excepting January.

A special meeting of the Management Committee may be called at any time at the request of no fewer than three Management Committee members. Fourteen days' notice must be given of any such meeting. Where possible, an agenda and any supporting papers should be circulated with the notice of meeting.

Quorum

The quorum for any Management Committee meeting shall be a minimum of three executive members of the Management Committee plus sufficient additional members to ensure a total attendance greater than 50% of the Management Committee. 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 board may call attention to the lack of a quorum. The meeting shall then terminate.

Voting

The chair must receive and put to a vote any properly seconded motion moved by any member of the Management Committee, including motions dissenting from decisions by the chair.

The mode of voting (show of hands, ballot, etc) shall be as determined by the chair from time to time.

Members of the Management Committee may vote for any motion or may abstain. A motion shall be declared carried if 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 chair shall have a casting vote.

Members' interests

No members shall vote on or take part in the discussion of any matter at any meeting where they, directly or indirectly, have any pecuniary interest as defined in law, other than an interest in common with the public, or with the clients of the organisation, or with the staff of the organisation.

Every member present when any matter is raised on which they directly or indirectly have a pecuniary interest, apart from any interest in common with the public, is under a duty to fully declare any such interest to the meeting. This disclosure, and any subsequent abstention of such member from discussion and voting on the item, are to be recorded in the minutes.

Speaking

Members may speak to any motion when granted the right to speak by the chair. The chair shall grant priority to members who express an intention to move dissent with a decision of the chair.

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 chair's ruling is final and not open to challenge.

Amendment

The Management Committee may amend these procedural statements at any time either permanently or for a specified period.

Other matters

The chair is to decide all questions where these standing orders make no provision or insufficient provision.