



---

# *POLICY & PROCEDURE FOR ASSOCIATION MEETINGS*

---

## **OVERVIEW & INTRODUCTION**

---

The purpose of a committee is to ensure the association adheres to the constitution and subsequently acts in the best interest of all members. The committee shall define the association policy and procedures which must be respected by members.

### **1. What is the purpose of a committee policy for meetings?**

Policies and procedures for committee meetings are designed to represent the interests of those who attend the meeting as well as those who are unable to do so. They are designed to ensure all formal meetings are transparent and participants are accountable.

### **2. What are the different types of procedures for meetings?**

**Legal / Best Practice:** An agenda, a chairperson and formal minutes of the meeting are always required.

- A. The agenda must be formalised and distributed no less than 5 days prior to a meeting, along with any associated documents.
- B. No items may be added to the agenda for discussion following distribution, unless an item is missing that was submitted correctly.
- C. Any item for discussion submitted after publication date, shall be listed as AOB.
- D. Any Other Business may only be discussed within an allotted meeting duration.
- E. Those unable to attend shall be entitled to express views / opinions on agenda items in advance of the meeting, this must be done through approved channels only and received no later than 48hrs prior to the meeting date.
- F. The minutes of each meeting must be distributed within 7 days following the conclusion of a meeting.
- G. All copies of agenda and minutes must be stored indefinitely.
- H. Publication of minutes may be approved for members, and conditional where the respect of individual & organisational confidentiality can be achieved.



## MEETING POLICY

---

To be used in conjunction with the association constitution.

### 1.0 Definitions

---

- “AGM” means the annual general meeting of the Association.
- “Member(s)” means all member(s) of the Association.
- “Association Committee Member(s)” means a member(s) of the Association Committee including any persons co-opted onto the I.N.S.S.A Committee in accordance with the Rules.
- “Election Policy” means a detailed set of rules and regulations relating to elections of the I.N.S.S.A set out in a separate policy statement.
- “Association Committee Membership and Conduct Policy” means the terms and conditions laid out in that document.
- “Co-opted Member(s)” means a person(s) who is/are a member(s) and has/have been elected to the I.N.S.S.A Committee by Association Committee Members but not elected by the Members.
- “Rules” means the rules and regulations of the Association laid out in the separate Rules document
- “Association” means I.N.S.S.A (also known as The independent North Shields Supporters Association).
- “Association Committee” means the committee of the Independent North Shields Supporters Association including any co-opted Association Committee Members.

### 2.0 Principles of Procedures

---

- a) Meetings shall be conducted by the Chair (or if absent by the Vice Chair)
- b) An open AGM meeting shall be held once per year
- c) Meetings of the Association’s Committee will be held according to the approved schedule of Committee Meetings and based on a minimum of four (4) per year.
- d) A minimum of three (3) Full Members General meetings shall be proposed each year.
- e) The association reserves the right to schedule additional general meetings as required
- f) A meeting notification shall be distributed a minimum of fourteen days (14) in advance
- g) A meeting Agenda shall be published a minimum of five (5) days in advance
- h) Association Meetings shall be scheduled to last no more than 90 minutes.
- i) Where decisions cannot be agreed or discussed appropriately within the allotted meeting time, the Chair may pause the item under consideration and arrange a new meeting to conclude discussions.
- j) Any other Business does not constitute a reason to extend a meeting and items may be moved to the main agenda for the next meeting



### **3. Extension of Meetings**

---

- a) Any extension of a scheduled meeting must be approved within 60 minutes of the meeting starting with a new finish time proposed. If agreed by a majority, the meeting shall continue to close at the new finish time.

### **4. Quorum**

---

- a) The quorum for the commencement of a committee meeting shall be represented by 50% (half) of committee members plus one.
- b) In the event of a quorum not being present within twenty minutes of the published start time, no meeting shall be held and the business of the agenda shall be postponed until an alternative date is determined by the Secretary.
- c) If during a meeting, the meeting becomes inquorate no further business may be transacted or sanctioned except for that of adjourning the meeting, calling for the election of a new committee member or setting a date for a members general meeting.

### **5. Rules for Discussion**

---

- a) An AGM shall allow members to vote for the election of committee roles and produce association updates and financial reports.
- b) A committee meeting must include membership and financial updates
- c) Full Members General meetings shall include a report on membership and financials
- d) Any member wishing to speak shall address themselves to the Chair and only one member shall speak at one time.
- e) When the Chair speaks or intervenes during a debate, all members must respect the chair wait for them to finish.
- f) Interruptions shall not be tolerated and only recognised and approved by the chair on a point of order.
- g) The chair shall indicate speakers in order and this shall be respected by members.
- h) The Chair will formally close the meeting when the business on the agenda has been transacted, or earlier if agreed by a majority.
- i) Once a meeting has closed no business purported to be transacted after that time will be valid and will not form part of the formal record of the meeting.

### **6. Conduct**

---

- a) All members shall arrive prepared for meetings appropriately.
- b) All meetings shall be conducted in accordance with the agenda.
- c) All members shall conduct themselves in a manner which displays respect and courtesy to all members, regardless of views and which does not obstruct the business of the meeting or calls into question the status of the Chair.



- d) The chair reserves the right to remove any member from the meeting found to be disruptive or behaves in such a manner that may cause distress or harm to other members.
- e) The chair reserves the right to adjourn, suspend or close a meeting where the behaviour of members brings the association in to disrepute due to actual or perceived misconduct.
- f) The Chair will ensure that the meeting considers the decisions required under each item of business. In relation to the conduct of meetings the ruling of the Chair is final.

## **7. Speakers, Motions and Amendments**

---

- a) The proposer of an item or motion shall be allowed 5 minutes to commence a discussion
- b) All speakers shall be allowed 5 minutes to raise their views without interruption
- c) The proposer has the right of reply, but may not raise any new or additional matters to the debate
- d) No item, motion or amendment shall be proposed for vote until it has been seconded.
- e) The proposer, or the chair may progress a motion without further debate and ask for the motion to be immediately put to the vote.

## **8. Voting**

---

- a) The proxy votes of absentees must be announced prior to a vote progressing
- b) Voting shall be by a show of hands and carried by majority
- c) The chair shall be the final vote counted, to allow casting vote privileges in the event of a tie
- d) Where the chair vote has created a tie, and no other votes can be obtained, the item must be adjourned for a new date and cannot be discussed further
- e) Any abstentions are not to be classed as a vote for or against a motion.