



Owners' Club of Australia
(Victoria Division) Incorporated
ABN 85 862 959 314

Committee Meeting Protocols

The purpose of these recommended Committee Meeting Protocols is to assist Committee (the elected Officeholders and two Ordinary Members) to apply best practice meeting management standards to manage the affairs of the Club. (Note: Co-opted Members are not voting members of the Committee).

Applying these protocols will assist the Committee to meet the requirements of the Associations Incorporation Reform Act 2012 ("the Act") and the Alfa Romeo Owners' Club of Australia (Victoria Division) Incorporated Association Rules ("the rules").

All elected Officeholders and the two Ordinary Members, and Co-opted Members must make themselves familiar with the Act and the Rules and ensure the Act and the Rules guide all Committee processes and decisions.

Adoption

These protocols were adopted by resolution of the Committee on 29th November 2023.

Application

These protocols apply to all meetings of the Committee.

Associations Incorporation Reform Act 2012 and Association Rules

The Committee must meet in accordance with and in the manner required by the Act and the Rules.

Schedule of meetings

At the first Committee meeting after the Annual General Meeting, the Committee must resolve to adopt a schedule of meetings.

It is the duty of each Member to make themselves available for each Committee meeting whenever possible. If it is not possible to attend, Members must submit an apology, which must be recorded in the meeting minutes.

Chairperson

The President, or in the absence of the President, the Vice President, will chair Committee meetings.

Agenda

The President, or the President's delegate, will circulate an agenda not less than one day before each meeting.

The agenda must set out all items of business and all motions to be considered at the meeting. No business or motion will be considered at a meeting that is not included in the agenda, unless allowed by a majority of Committee Members present at the meeting.

Meeting type

The agenda must specify the method of meeting, whether in person, or by electronic platform.

Resolutions

All matters considered by the Committee will be decided by a show of hands and carried by a simple majority. In the event of an equality of votes, the Chairperson will have a second and deciding vote.



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Conflict of Interest

A Committee person who has a material personal interest in a matter being considered at a Committee meeting must disclose the nature and extent of that interest to the Committee. That person must not:

- Vote on the matter.
- Be present at the meeting while the matter is being considered.

Minutes

The Secretary, or in the absence of the Secretary, a Member of the Committee appointed by the Chairperson, must keep minutes of the meeting.

The minutes must record, among other things:

- Each item of business or resolution considered by the Committee.
- The decision of the Committee on each item of business or resolution.
- The number of Members voting for and against each item of business or resolution.
- If required by any Member present at the meeting, the name of each person voting for or against each item of business or resolution.
- Any material conflict of interest disclosure by a Member and that such Member was not present when the matter was being considered and did not vote on the matter.

The minute taker must circulate a draft of the meeting minutes to all Committee Members as soon as possible. Any proposed correction to the minutes must be notified to the President or President's delegate in time to be included in the agenda for the next meeting.

The minutes must be confirmed as accurate and adopted by vote at the next Committee meeting. The minutes must be retained by the Secretary in electronic or hard copy form.

Once minutes have been adopted as an accurate record of a Committee meeting, the minutes must be made available to Club Members in a readily accessible format.

Safe Keeping and Continuity of Records

These provisions apply to Committee Members and to Co-opted Members. Each Committee Member and Co-opted Member must:

- Keep all of the records, passwords, logins, web addresses, paper files and electronic files held by that Member in the discharge of their duties in a safe and secure place.
- Provide a copy of all of the records, passwords, logins, web addresses, paper files and electronic files held by that Member in the discharge of their duties to the President to be held as a central repository.
- Deliver all of the records, passwords, logins, web addresses, paper files and electronic files held by that Member in the discharge of their role to the incoming President within 7 days after each Annual General Meeting.

Each Committee and Co-opted Member who ceases to hold a Committee position, or ceases to be a Member of the Committee, or ceases to be a Co-opted Member **must immediately** deliver to the President all of the records, passwords, logins, web addresses, paper files and electronic files held during the discharge of their Committee duties.

Then they must **delete, destroy and otherwise securely dispose of all such records within 7 days after providing the records to the incoming President.**