

## 3.1 Conduct of WIRES Meetings

**Policy redrafted 31/5/97: 3.8.1 – 3.8.14 reviewed Feb 2009 uploaded for member comment 8 September 2010 approved and adopted by Council 12<sup>th</sup> February 2011**

### Introduction

This policy supersedes the policy adopted on 30 May 1991 and should be read in conjunction with the current WIRES Inc Constitution (adopted August 2007)

This policy applies to all WIRES meetings.

### Policy

- 3.1.1 To the greatest extent possible WIRES Branches should attempt to reach decisions by consensus. This requires skill by the Chairperson in finding points of common agreement, allowing each person a say, respect for the other person's view by all members and calm, rational discussion. The achievement of consensus reduces the emergence of factions and anger that can cause severe damage to the group.
- 3.1.2 The Chairperson shall ensure that the decision of the group is recorded in the Minutes.
- 3.1.3 Votes or evidence of unanimity on a motion should be recorded by the Minute taker. A motion is a formal proposition put forward to the meeting, by a mover and seconder. If an amendment is debated first and lost, the original motion is put. The mover of a motion but not the mover of an amendment may reply to the points made during the debate in a second speech just before the vote is taken. A simple majority can pass motions, (except in the case of a vote of no-confidence).
- 3.1.4 Each meeting should have an Agenda which first considers:–
- Apologies
  - Confirmation of previous Minutes
  - Matters arising from the last Minutes (i.e. checking up on what has been followed through on decisions)
  - Tabling of Correspondence
  - Tabling of the Branch Treasurer's report and approval of expenditure
  - Tabling of written or verbal reports from Branch Coordinator, Management Committee Representatives and any Branch Officers which the Branch Membership deems appropriate
  - Items nominated for the agenda by Committee members at the last meeting; agenda items not considered from the last meeting; items nominated in between

meetings; and general business, will be dealt with after the regular items noted above

- 3.1.5 A copy of Ratified Minutes of the meeting shall be provided to all committee members of the group in accordance with the WIRES Branches Standing Orders, within seven days of ratification.
- 3.1.6 It is important that Branches, Management Committees, Advisory Committees and Admin Office keep in contact and any Minutes of meetings or Correspondence from other groups should be tabled for inspection by the members at the meeting and be available for inspection at other convenient times.
- 3.1.7 The Branch Treasurer's report should be accepted by the meeting and expenditure must be approved by a motion from the members present. This motion should include the amount approved. Where payments are ratified, the motion should include amount, date and requisition form number.
- 3.1.8 A Minute Book must be maintained by the Branch Secretary. All reports tabled at the meeting form part of the Minutes. See Appendices – WIRES Charitable Organisations distributed by the Office of Charities (Chapter 90).
- 3.1.9 **Quorum:** for Branch Executive meetings must be three members. The quorum for the BMC meetings must be 50% plus one of the Management Committee, including a majority of the Executive; for General Meetings the quorum is the greater of either, i) 10 Branch Members entitled to vote; or ii) 50% of all Branch Management Committee Members. (see Constitution Clause 19.2)
- 3.1.10 When animal care issues are to be discussed at Branch level by the Executive or Branch Management Committee the Branch Coordinator, relevant Species Coordinator and other relevant animal care officers shall be present to take part in the discussion.
- 3.1.11 The attendance of observers and their speaking rights is at the discretion of the Chair.
- 3.1.12 Where a serious division or disagreement arises in the Committee or in a Branch, any party to the division or the Chairperson may request that mediation processes be instigated.
- 3.1.13 The chairperson of a General Meeting has the right to vote but does not have a casting vote. If an equal number of votes is cast for and against a resolution, the matter is decided in the negative.

## WIRES BRANCH MANAGEMENT COMMITTEE

### REGISTER OF STANDING ORDERS/PROTOCOL

21 July 2008 revised 29 November 2008

Standing Orders are the permanent rules for the regulation of the business and proceedings at an organisation's meetings. Many matters can be covered either in the Constitution or in the Standing Orders, according to individual requirements.

#### **Standing Orders**

1. The Branch Executive and Management Committee may sit simultaneously to discuss WIRES business.
2. All Branch Executive and Management Committee meetings are closed, unless otherwise determined by a majority vote at an AGM. Anyone wishing to address/attend a BMC meeting must seek permission from the Chair, directly or via the Branch Secretary at least 14 days beforehand. A time will be advised for the item to be presented to the Committee.
3. Agenda items to be advised to the Branch Secretary at least 10 working days before the scheduled meeting of the Management Committee. The Branch Secretary will distribute to the Chair for approval. All items tabled for discussion must be presented in writing and include a recommendation which is unambiguous and clearly states all relevant details. Items received after the agenda deadline will be tabled in "Other Business" or at a later meeting, at the discretion of the BMC.
4. Protocol regarding tabling of items at Committee Meetings:
  - 4.1. All items must go in the first instance to the Branch Secretary or Chair.
  - 4.2. These items must be in writing and where possible, clearly state a recommendation. A proposal which sets out the issue, background, comments of other branch members, recommendation and full costs involved (if relevant) must be completed if the item is to be tabled at BMC meeting.
  - 4.3. The items must be sent to the Branch Secretary for distribution (if necessary) well before the meeting. (At least ten working days are required in time for the agenda distribution).
  - 4.4. Electronic circulation of correspondence items shall be at the discretion of the Chair and Secretary, with the proviso that the decision may be challenged by any member of the BMC, in which case a collective decision shall be made by the full BMC, or if between meetings by, majority decision of the Branch Executive.
5. Approval of observers at BMC meetings:
  - 5.1. Approval to be given by the Chair only.
  - 5.2. Approved observers have no voting rights.

- 5.3. That all comments are to be addressed via the Chair and are not to be interrupted, except by the Chair, until the speaker has completed his/her comments.
6. BMC Minutes and copies of all tabled items (unless minuted as not for distribution) are to be sent to all BMC members.
7. Ratified minutes of BMC meetings to be sent out within 7 days.
8. Representation on WSC: representatives should be elected by branches and standards teams on the basis that they are the most likely available person to best represent the interests of their branch and best further the aims and objectives of the organisation WSC Representatives must indicate how they are voting on any given matter, and represent their branch, not personal agendas.
9. The election of Branch WSC Representatives and Alternates shall be advised in writing by separate letter to the WSC/Board Secretary if appointed at an AGM, by 30 September accompanied by a copy of the minutes at which the decision was made; or if the WIRES Council Member is elected at a Branch Special Meeting, within 7 days of the Branch Special Meeting with a copy of the minutes of that meeting. Advice to include date and circumstances in which the vote was made.
10. In the case of Alternate Representatives: A Branch, Committee or Sub-committee may appoint 1 Member (other than an Associate Member) by Ordinary Resolution at a General Meeting for each time the branch, Committee or Sub-committee's WIRES Council Member is unable to attend a WIRES Council meeting or act as a WIRES Council Member. Alternatively, the Branch, Committee or Sub-committee may elect an Alternate at its AGM to stand in for the WIRES Council Member as and when required. The appointment or revocation of an Alternate is not effective until the Secretary of the Board receives a copy of the ordinary Resolution.
11. That all BMC minutes be approved by the Chair before distribution.
12. That the order of the agenda be accepted at the beginning of each meeting.
13. Each Branch Management Committee must meet at least 6 times in any calendar year (see WIRES Inc Constitution adopted August 2007 18.6).
14. Each Branch must hold a branch AGM after 1 July and before 31 August each year. (See WIRES Inc Constitution adopted August 2007 19. Branch Meetings)

### **Minimum Format for Minutes**

**Outline:** should be the accepted norm as used at present; this should list the following agenda items - Date, Venue, Time, Present, Apologies, Acceptance of Previous Minutes, Actions arising, Correspondence, Treasurer's Report, General Business, Next Meeting date.

### **Aim:**

1. To report the decisions of the meeting accurately.
2. To enable a reader a brief idea of the issues addressed at the meeting.

3. To inform the network of the issues debated at the BMC meeting and outline the scope of discussion prior to reaching a resolution

**Narrative:** To be given at the initial discussion of an item and to explain both the parameters of discussion and the resolutions arising from that discussion. The aim is to be neutral and reflect all aspects of the debate, but to clearly indicate the feeling of the meeting.

**Resolutions:** All motions proposed and seconded to be listed in the minutes to reflect the nature and discussion of the meeting. The minutes should indicate if the motion was carried or lost. If the debate is held in camera, then the item should be so stated. Voting delegates have the right to state if they abstained or were against a particular motion. Similarly motions that are carried unanimously should be so stated in the minutes. The wording should be unambiguous so that on subsequent re-evaluation there is no misunderstanding.

**Action items:** Each resolution should have a concise action item both indicating who is responsible for that action item and a realistic deadline for completion.

**Quorum:** for Branch Executive meetings must be three members. The quorum for the BMC meetings must be 50% plus one of the Management Committee, including a majority of the Executive. For General Branch Meetings the quorum is the greater of either: i) 10 members entitled to vote or ii) 50% of all Branch Management Committee Members. (see Constitution (adopted August 2007) Clauses 12 & 19.)