



ATTACHMENT 2

MEETING GUIDELINES FOR PARKLAND ADVISORY COMMITTEES

Effective meetings are the key to a successful Parkland Advisory Committee. The following guidelines are provided to assist your Advisory Committee in conducting its meetings.

Parkland Advisory Committees may use their discretion to apply as much or as little formality as is needed to complete the Advisory Committee's business in an efficient, friendly and organised way.

1. Frequency of meetings

- 1.1. A meeting of the Advisory Committee is held at a suitable time and place selected by the Advisory Committee.
- 1.2. The Advisory Committee shall officially meet at least once every 3 months.

2. Notice of meetings

- 2.1. Each member must be given sufficient written notice of forthcoming Advisory Committee meetings (e.g.: by letter, via the preceding meeting minutes, by email or similar).
- 2.2. Notice should include an agenda outlining items to be discussed at the meeting.
- 2.3. Members of the public are welcome to attend Advisory Committee meetings.

3. Quorum

- 3.1. A quorum of at least 3 appointed Advisory Committee members must be present for an official Advisory Committee meeting to proceed. Proxies are not permitted, however observers are welcome.
- 3.2. A meeting that proceeds without a quorum is not an "official" meeting.

4. Adjourning meetings

- 4.1. The Chairperson of a meeting at which a quorum is present may, with the consent of the members present, adjourn the meeting to a date, time and venue determined by the members present. No business will be transacted at an adjourned meeting other than the business left unfinished from the meeting at which the adjournment took place.
- 4.2. If a meeting is adjourned for 14 days or more, sufficient written notice of the adjourned meeting must be given as set out in paragraph 2.1.

5. Chairing of meetings

The Chairperson of the Advisory Committee will chair all meetings of the Advisory Committee. If the Chairperson is not present at any meeting, or for any part of a meeting, the Advisory Committee shall select one of the members present to chair the meeting during the absence of the appointed Chairperson.

6. Business

Advisory Committees may use their discretion to apply as much or as little formality as is needed to complete the Advisory Committee's business in an efficient, friendly and organised way.

A suggested meeting format is:

- Declare meeting open
- Apologies and record of those attending
- Confirmation of minutes of previous meeting
- Business arising from the minutes
- Correspondence inwards and outwards
- Reports
- Listed business
- Other business
- Close of meeting

7. Annual General Meetings

- 7.1. The Advisory Committee shall hold an Annual General Meeting within 7 weeks of the 30 June each year to which volunteers and the local community are invited.
- 7.2. The Advisory Committee shall determine the date, time and venue for the Annual General Meeting.
- 7.3. The ordinary business of the Annual General Meeting is:
 - To confirm the minutes from the previous Annual General Meeting
 - To receive reports on the operation of the Advisory Committee during the preceding financial year, including the annual bank statements.

8. Election of office bearers

- 8.1. The Advisory Committee, at each Annual General Meeting, must elect a Chairperson, a Secretary, a Treasurer, and may appoint any other office bearers it considers necessary.
- 8.2. Office bearers hold office until the anniversary of their election unless they resign from the Advisory Committee or from the position.
- 8.3. Nominations for officer bearers:
 - May be in writing or made orally
 - Must be moved and seconded by members of the Advisory Committee
 - Must have the consent of the nominee.
- 8.4. If the number of nominations for office bearers exceeds the number of vacancies to be filled, a ballot is to be held.
- 8.5. Council must be advised of office bearer changes after the Annual General Meeting.

9. Minutes

9.1. Council's suggested format for minute taking is:

Minutes can include the following information:

- Name of the Advisory Committee
- Date, scheduled time and venue of the meeting
- The actual commencement and conclusion of time, and the time of any adjournment and resumption of meeting
- Names of the members and visitors attending the meeting and any apologies
- Required details of any interest or conflict of interest disclosures
- A summary (or complete copy) of any report relevant to a resolution of the Advisory Committee and considered in the decision making process
- The outcome of items discussed (e.g. actions, motions, or amendments that are proposed and recommendations that are accepted).

9.2. Minutes of the previous meeting should be circulated to members as soon as possible prior to the meeting at which the minutes are to be confirmed.

9.3. When confirming minutes, opposition can only be expressed in regard to items in the minutes on the basis that the record is incomplete or inaccurate. A motion needs to be moved to correct an error or omission in the minutes. If no member indicates opposition, the Chairperson must declare the minutes to be confirmed.

9.4. Minutes are for the Committees records, Council requires a summary of each meeting. A template is available on the Parkland Advisory Committee Your Say portal: yoursay.whitehorse.vic.gov.au/whitehorse-parkland-advisory-committees

10. Voting

10.1. Questions arising at a meeting are voted on by a show of hands unless members present at the meeting request a secret ballot.

10.2. Members of the Advisory Committee, including the Chairperson, present at the Advisory Committee meeting, each have one vote on a matter being considered. In the event that voting on any matter is equal, the Chairperson of the Advisory Committee meeting will have a second, casting vote.

11. Responsibilities of Officer Bearers

11.1. Refer to individual position descriptions