

CONDUCT OF MEETINGS POLICY ERJ 1.5.1

INTRODUCTION

Meetings are necessary in order that the Edmund Rice Justice Aotearoa New Zealand Trust can be governed efficiently under its constitution.

Meetings need to be conducted under rules that are fair, understandable, efficient, and capable of overriding attempts at obstruction.

The Chairship of the organization and of the Board is an elected position, and that election should confer a wide discretion on the elected candidate to ensure that the conduct of business runs smoothly.

The powers of the Chair should be restrained by the ability of the meeting as a whole to override any particular decision of the Chair.

PURPOSE

This policy is designed to

- identify a minimum set of conditions that will allow necessary decisions to be taken efficiently and, if possible, expeditiously; and
- assign discretion to rule on matters not covered.

POLICY

The conduct of meetings within the Edmund Rice Justice Aotearoa New Zealand Trust shall be governed by the standing orders of the Board or committee concerned (for the Board's standing orders, see Appendix A).

AUTHORISATION

Chair

29th March 2015

Edmund Rice Justice Aotearoa New Zealand Trust

Policy number	ERJ 1.5	Version	1
Drafted by	Paul Robertson	Approved by Board on	
Approval Body	ERJANZ Trust Board	Scheduled review date	March 2017



CONDUCT OF MEETINGS PROCEDURES ERJ 1.5.1

RESPONSIBILITIES

The Chair of the Edmund Rice Justice Aotearoa New Zealand Trust 's Board shall be elected as laid down in the organisation's constitution/rules.

The Board Chair shall preside over General Meetings of the organisation and the meetings of the Board according to the Standing Orders of the Board (see Appendix A).

In the Chair's absence, the Vice-Chair shall preside as Chair at each General Meeting of the Organisation. If the Chair and the Vice-Chair are absent from a General Meeting or a Board meeting, or are unable to preside, or decline to preside, the Members present must elect one of their number to preside as Chair.

Meetings of any Board sub-committees shall be chaired in the manner laid down by the Board in their terms of reference.

PROCEDURES

The Chair shall conduct the meeting according to the Standing Orders (see Appendix A).

Where the Standing Orders are ambiguous or contestable or silent, the Board may rule as to the practices to be followed.

Where there is continuing disagreement on any ruling by the Chair, any member may move a motion of dissent to the Chair's ruling. If this motion is seconded a vote shall be taken. If the motion of dissent is carried, the Chair's decision is reversed.

RELATED DOCUMENTS

- Constitution
- Standing Orders
- Conflict of Interest Policy
- Privacy Policy
- Transparency Policy

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