

# POLICY

## 1.3 BOARD MEETINGS



Supporting Procedure:	1.3.1 Board Meeting Procedure	
Other Related Documents:	Policy 1.1 Board of Management Policy 1.7 Sub-Committees (Internal and External) Policy 4.2 Conflict of Interest PHCC Constitution (2018) PHCC Calendar of Meetings	
Category:	Board	
Type:	Strategic	Dates:
1st Review By:	Jane O'Malley and Patricia Sutton	19/09/2017
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Approved By:	Board of Management	20/06/2019

### Introduction

Regular attendance at Peel-Harvey Catchment Council (PHCC) Board Meetings is essential in order to maintain continuity and cohesion in the management and governance of the PHCC.

### Definitions

For the purposes of this Policy:

**'Board'** means Board of Management

**'Board of Management'** means the Association Members of PHCC and has the same meaning as the word 'Council' in the Constitution

**'Board Meeting'** means a regular meeting of the Association Members of PHCC, including the Annual General Meeting

**'Board Member'** means a member of the PHCC Board of Management

### Policy Statement

Board Members are expected to demonstrate their commitment to the organisation by unbroken attendance at Board Meetings except when prevented by unforeseeable events. Prospective members of the Board shall be issued with the Board Meetings Policy 1.3 and will be required to commit themselves to observing its terms, in accordance with the PHCC Constitution.

#### 1 Board Meetings - General

1.1 There shall be a minimum of six meetings annually set yearly in advance by the Board

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- 1.2 The CEO will endeavor to arrange for a minimum of three meetings per annum to be held at venues across the the Catchment (i.e. outside of the City of Mandurah)
- 1.3 The CEO (as delegated) must provide members not less than seven days notice of a general meeting
- 1.4 The CEO (as delegated) shall forward a Notice of Meeting to members for forthcoming meetings no later than seven days before the set date of the meeting
- 1.5 The Notice of Meeting and Agenda will identify the matters to be considered at a general meeting of the Association
- 1.6 The CEO must provide a schedule of Board Meeting dates (PHCC Calendar of Meetings)for each calendar year before the start of that year
- 1.7 The Chairman shall preside at all meetings of the Board
  - 1.7.1 In the absence of the Chairman, the Deputy Chairman shall preside
  - 1.7.2 In the absence of both the Chairman and the Deputy Chairman a Member elected by the other Members present shall preside.

### 2 Annual General Meeting

The Annual Meeting shall be held in October of each year as defined and detailed in Section 9 of the Constitution.

### 3 Voting and Quorum

- 3.1 Each member attending is entitled to one vote, as defined and detailed in Section 13 of the Constitution
- 3.2 A quorum for any meeting shall be 50% of members plus one.

### 4 Minutes

Proper minutes of meetings will be recorded as defined and detailed in Section 13 of the Constitution. Minutes of meetings, including financial records, will be made public via the PHCC website.

### 5 Attendance

- 5.1 Where Board Members are unable to attend any Board Meeting, they should notify the Chairman or the Chief Executive Officer of their intended absence
- 5.2 Where a meeting is arranged to be held either in the form of a teleconference or online, the CEO should notify members accordingly. Participation in these meetings shall be equivalent to attendance at a regular meeting
- 5.3 In accordance with Clause 6.1.7 of the Constitution of the PHCC, a Board Member shall cease to be a Board Member if absent for three consecutive meetings without obtaining leave of absence.