

## 1.3 Meeting Procedures Policy

### 1. Purpose

The purpose of this policy is to identify a minimum set of conditions that will allow the Board of Management to conduct its meetings in accordance with its Constitution and the Aldinga Community Centre's purpose and values.

### 2. Responsibilities

It is the responsibility of the Centre's Board to ensure that this policy is implemented.

It is the responsibility of the Centre's Board to ensure that the procedures are implemented.

### 3. Principles

Meetings need to be conducted under rules that are fair, understandable, efficient, and capable of dealing with poor or obstructive behaviour.

### 4. Definitions

Meetings means meetings that are convened in accordance with the Constitution and policies of the Centre.

### 5. Policy

The combined provisions of the Associations Incorporation Act 1985 and the Centre's Constitution form the basis of how the Board must conduct its meetings. Every Board member should be aware of and understand those requirements of the Constitution which relate to meetings. These requirements must be observed at all times.

### 6. Approvals

	Policy	Procedure
Approving Authority	Board of Management	Board of Management
Approval Date	21 <sup>st</sup> September 2017	21 <sup>st</sup> September 2017
Next Review Due	September 2018	September 2018