

University & Teachers Smithfield Rugby Union Football Club Inc:

Policy Number 4 Conduct of a Management Committee Meeting

Version 1.

Update: 5 February 2018

Committee Approval: 7 February 2018

1.0 Conduct of a Management Committee Meeting Policy:

Orderly conduct of the Management Committee Meeting is to assist with the smooth running of the meeting. Active participation involving a range of perspectives are encouraged along with shared workload / responsibility in the best interests of the Club. The success of a meeting is measured by the quality of the discussions and the degree of satisfaction felt by the participants with the decision-making process.

1.1 Management Committee Meetings will be held monthly at a designated time / place, (extra meetings can be held if needed to accomplish goals).

1.2 Attendees will be punctual in attendance of the meeting or send in their apologies prior to the meeting if they cannot make the meeting. Attendees can provide an email with notes, information or nothing to add.

1.3 Everyone attending will turn their phone off or on vibrate during the meeting to minimise disruptions.

1.4 The Chair of the meeting will be the President of the Club, followed by Vice President, Executive Committee and committee members as agreed to by the committee.

1.5 The meeting will begin once the Chair declares the meeting open

1.6 The Chair should confirm that a quorum (half the number of committee members plus one) is present. If there are not enough members in attendance to form a quorum the meeting should be called again for a similar time and place a week or so later, ensuring that all Management Committee Members are given proper notice. Or the meeting can go ahead provided that no voting or decisions are made, they have to be postponed until the next meeting.

1.6.1 Decisions made by the committee binds all committee members. Each committee member has the responsibility and the right to vote unless he/she chooses not too e.g. and apology or an abstention.

1.7 If the designated Chair is unable to attend the Committee (see 1.4).

1.8 Chairman's Authority

1.8.1 Everyone will come to order when requested by the Chairman.

1.8.2 Aside conversations should be kept to a minimum.

1.8.3 Unless the Chair has declared an open discussion, Members will seek permission from the Chair, to address the Meeting. If several such requests are made at once, the Chair will nominate in what order the Members will speak.

1.8.4 Swearing or abusive behaviour will not be tolerated.

1.8.5 Chairman has the power to ask anyone to leave the meeting e.g. swearing abusive or drunken behaviour.

1.9 Members will be respectful in listening as one member speaks at a time.

2.1 The Chairman's Role:

- Ensure that all members points of view are heard. Encouraging different points of view.
- Encourage balanced discussion.
- Retain sufficient control to ensure that the authority of the Chair is recognised – this may require a degree of formality to be introduced when it is required to make progress.
- Take care that the decisions are properly arrived at, understood by all and recorded in the Minutes.

3.1 Opening Matters at Management Committee Meeting:

- Attendees: Note members attendance at current meeting.
- Apologies: Either the Chair or the Secretary state the names of members who formally notified that they were unable to attend the meeting.
- Conflict of Interest Disclosure: At the commencement of each Committee Meeting as a normal part of the meeting protocols ask the question "*has anyone got a conflict of interest on this meeting's agenda?*"
 - If a Conflict of Interest is identified / raised please refer to University & Teachers Smithfield Rugby Union Football Club Inc. Policy 3 Conflict of Interest.
- Previous Minutes confirmation: All the decisions taken in the meeting will be in the minutes. A separate summary sheet will identify and collate matters that require further action and lists the action to be taken, by whom and when. This concise list is easily accessed by members between meetings and addressed at the following meeting.
- Correspondence Inwards / Outwards:
- Reports:
 - 1) Presidents Report:
 - 2) Financial Report:
 - 3) Portfolio Reports:
- General Business:
- Next Meeting:
- Meeting Closed.

4.1 Minutes of the Management Committee Meeting

- Minutes are prepared in draft form by the Secretary and provided to the Chair for review by the next Sunday after the meeting.
- Once the draft minutes have been approved by the Chair the Secretary will circulate the draft minutes to all Committee Members within a week of the Committee meeting.
- Committee Members are requested to send any suggested changes to the Secretary with a copy to the Chair within 3 days of receiving the draft Minutes.
- At the next meeting, any suggested changes can be approved by the Committee and will be entered into the Minutes of that meeting.
- The Minutes of the meeting are confirmed at the next Committee Meeting. Once the Minutes have been adopted by the Committee they cannot be amended.