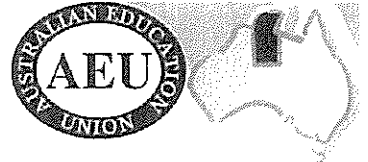

MEMORANDUM

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To: AEU Reps for the attention of all AEU NT members at your workplace
From: AEU NT – Matthew Cranitch
Subject: Meeting Procedures

Ref. No. 230511040

Notice, Content & Scope

Meetings are efficiently broadcast, organised, timetabled and chaired. A Secretary is required to note minutes of the meeting. A clear distinction needs to be made between professional development and a meeting. Likewise, professional development sessions should be clearly mapped, planned, noticed and delivered in a professional, succinct and concise manner. Professional development 'on the run', does not effectively develop the target audience, moreover it will lower group morale and increase the likelihood of disengagement from any meaningful form of systematic change and evolution.

Sufficient notice of meetings is given (with respect to both content and type). A hard-copy agenda is to be posted at least 48 hours beforehand on the staffroom notice board. The agenda is closed two hours before the meeting. After this time, items of urgency can be raised and voted on as 'urgency motions' (mover and seconder required) - as to whether they can be placed on the agenda.

At the start of the meeting the order of the agenda shall be passed as a motion. Amendments to move items up the agenda (in importance) can be tabled and voted on.

Procedures

Minutes are distributed and motions taken at subsequent meetings to validate previous minutes.

All speakers have to speak 'through the Chair' (maximum two minutes when a motion is being moved) by usually raising their hand i.e. - the Chairperson authorises who speaks and in the order of waiting.

When moving a motion the mover will need a seconder. The seconder may reserve the right to speak to the motion. Then the Chair enters the floor into debate with speakers alternately 'for' and 'against' the motion. If there are speakers against a motion the original mover has a right-of-reply.

Once a motion or issue is raised a separate mover (and seconder) may call for the meeting to go 'into committee.' That is structured comment concerning a particular issue (through the Chair); this is usually done in five or ten minute segments.

A mover and seconder can call for an amendment to a motion. If not accepted by the original mover and seconder it can be put to a vote.

The speaker holding the floor shall not be interrupted – only in cases of 'points of order' or by the Chair. The Chair shall then rule whether the point of order shall be upheld, or the previous speaker continue in their address.

If the duration of the meeting will surpass the one hour quota then a motion can be raised to continue business for ten minutes (for example) to fulfil the agenda.

Development

That 'house-keeping' notices are kept to a minimum and should be displayed in a medium where all staff can access them during the working day. For example; eBeam in staffroom, email circulars etc.

That a notice highlighting a concern with a staff member(s) are delivered to those intended and not 'sprayed' to the whole staff.

(Utilising: Guide for Meetings – N.E Renton, Lawbook Co., 8th Edition, 2005)