



# Conduct and Schedule of Meetings

## Australian Education Union ACT Branch Policy

Policy Number	POL018	Version	2.0
Last Reviewed	September 2020	Next Review	December 2023

### INTRODUCTION

Meetings are necessary in order that the Union can be governed efficiently in accordance with the Rules. To be effective meetings need to be fair, understandable, efficient, and capable of overriding attempts at obstruction.

### PURPOSE

The purpose of this policy is 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 Union shall be governed by the *Standing Orders of the Branch Council*. These standing orders may be adjusted by the Branch President for purpose of conducting Branch Executive meetings.

### RESPONSIBILITIES

It is the responsibility of the Branch Secretary to ensure that officers and employees are aware of this policy.

It is the responsibility of the Branch President to Chair meeting of the Union in accordance with the standing orders and this policy.

### CONDUCT PROCEDURES

- The Branch President as Chair shall preside over all Branch Executive, Branch Council, Stop-work and Mass meetings of the Union according to the Standing Orders of the Branch Council.
- In the Branch President's absence, a Vice President shall preside as Chair at each of the meetings listed above. If no Vice President is able to preside then the members present must elect one of their number to preside as Chair.
- Where the *Standing Orders of the Branch Council* are ambiguous or contestable or silent, the Chair 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.

### SCHEDULE OF MEETINGS PROCEDURES

- Normally Branch Council meetings will be scheduled to occur on the Saturday at the end of weeks 2 and 7 of each term. This may be subject to adjustment if a meeting date coincides with a public holiday (e.g the Easter Period). Branch Executive meets each month except in January. Its meetings are held 10 days prior to Branch Council meetings or at other times to ensure they are evenly spaced through the year.



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- Branch Executive meetings will normally be held between 5.00pm- 8.30pm on a Wednesday evening.
- Branch Council meetings will normally be held between 9.00am – 12.00pm.
- Meetings can only be extended by a maximum of 30 minutes on approval of a motion to do so.

#### RESOURCES

Operational activities related to this policy are to be delivered within budgeted office resources.