



# Branch Executive Meeting Attendance

## Australian Education Union ACT Branch Policy

Policy Number	POL008	Version	2.0
Last Reviewed	21/02/2018	Next Review	21/02/2020

### INTRODUCTION

Regular attendance by Branch Executive members at Branch Executive, Branch Council or TAFE Council meetings as appropriate, is essential in order to maintain continuity and cohesion in the management and governance of the Union.

### PURPOSE

This policy is intended to encourage continuous attendance at Branch Executive, Branch Council or TAFE Council meetings and provide procedures to manage repeated failures in attendance.

### POLICY

Branch Executive members are expected to demonstrate their commitment to the Union by maintaining unbroken attendance at Branch Executive, Branch Council or TAFE Council as appropriate, except when prevented by unforeseeable events.

### RESPONSIBILITIES

It is the responsibility of the Branch President to monitor the attendance of each member and to take action as appropriate.

### PROCEDURES

The Branch Secretary shall notify members of forthcoming meetings in accordance with ACT Federal Branch Rule *Rule 25 - Meetings of Branch Executive*.

Where Branch Executive members are prevented from attending any Branch Executive, Branch Council or TAFE Council meeting, they are to notify the Business Manager of their intended absence and offer a formal apology to the Branch Secretary. The Business Manager will advise the Branch President of any apologies received and maintain a record of attendance for the Branch President to review.

Participation in a Branch Executive meeting may be via teleconference or online with approval from the Branch Secretary. This shall be recorded as equivalent to regular attendance.

If a Branch Executive member does not maintain 80% attendance per calendar year at both Branch Executive, Branch Council or TAFE Council as required then the Branch President shall take the following action:

- Discuss with the member the expectation of attendance in accordance with the policy.
- Seek to support the member in resolving any barriers to attendance.
- Seek to identify a mutually acceptable resolution to the issue.

If no mutually acceptable resolution can be achieved, the Branch President will advise the member that the Branch Executive will be asked to consider if the members' non-attendance is tantamount to gross neglect of duty in accordance with ACT Federal Branch Rule *Rule 14 - Dismissal From Office*. The member will have the right to put their case in writing for the Branch Executive to consider by providing a written statement to the Branch Secretary prior to the next meeting. The



## Branch Executive Meeting Attendance

### Australian Education Union ACT Branch Policy

Policy Number	POL008	Version	2.0
Last Reviewed	21/02/2018	Next Review	21/02/2020

Branch Executive will consider the statement during an in camera discussion at the next meeting in the absence of the relevant member and make a decision.

A member of Branch Executive who is absent from three consecutive meetings of Branch Executive without permission or an acceptable explanation will be charged with gross neglect of duty in accordance with ACT Federal Branch Rules *Rule 14 - Dismissal From Office* and the Branch President shall be responsible for initiating action in accordance with the rules.

If a member found to be guilty of gross neglect of duty chooses to resign from the Branch Executive no further action will be taken.

A person whose membership of Branch Executive has been terminated as a result of implementing the procedures under ACT Federal Branch Rule *Rule 14 - Dismissal From Office* shall retain the right to stand again for the Branch Executive at the next election.

#### RESOURCES

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