POLICY NUMBER: NDIS GOV 3

INTENT

The intent of this Policy is to outline the Service's conduct and outcome of Management Committee meetings.

DEFINITION

Management Committee Meetings are attended by Office Bearers and Committee Members.

POLICY STATEMENTS

- Real Living Options Association Inc. will ensure meetings are properly convened and conducted. (See Appendix Standing orders)
- The Management Committee must decide how a meeting is to be called and may meet and conduct its proceedings as it considers appropriate.
- A Notice of Meeting is to be given in the way decided by the Management Committee
- The Management Committee may hold meetings or permit a Management Committee member to take part in its meeting, by using technology that reasonably allows the member to hear and take part in discussions as they happen. A Committee member who participates in the meeting as mentioned is taken to be present at the meeting.
- Meetings will usually be held monthly at a regular agreed time and place. The Management Committee must meet at least 9 times every calendar year to exercise its functions in accordance with Section 4 (2) Clause (2) of the Associations Incorporated Regulation 1999.
- Agenda, minutes and documents pertaining to the meeting will be circulated prior to the meeting date in time for the Members of the Management Committee to peruse.

PROCEDURES

- The Secretary, President and/or General Manager will prepare an agenda for each Management Committee meeting.
- Generally, all decision-making processes can be determined by informed consensus when all information and opinions of a member have been considered.

- Where motions are made and are voted on, the motion can only be passed with a majority vote for it to be valid. If votes are equal, the decision is decided in the negative as per the Constitution.
- Minutes will be passed at the next meeting as a true and correct record of the proceedings of the previous meeting or amendments recorded.
- Minutes must be signed by the Chairperson and date recorded.
- Copies of the authorised Minutes shall be made available to members upon request.

Inability to Attend Meetings

- Management Committee members are required to provide notification of their inability to attend a meeting to the Secretary, President or General Manager who will pass the information to the President.
- If a member of the Management Committee is absent for 3 consecutive meetings and prior notification has not been provided to the Secretary, President or General Manager, their position on the Management Committee is deemed vacant effective immediately.
- The President is responsible to contact a person after 2 months regarding their inability to attend a meeting.

Private and Confidential Matters

- Management Committee members should ensure all private and confidential matters discussed and contained in the Minutes are not made public.
- Confidential Minutes may be taken for matters of a particularly sensitive nature at any meeting. Minutes will be kept as confidential.
- In the event a member requests Minutes from the Service, it is the responsibility of the President to ensure that any confidential information is removed by blanking the content out. The member is to be advised that information of a confidential nature has been removed to protect the privacy of others.

DELEGATIONS

Committee Members

- Participate in accordance with the Role and Responsibilities of the Management Committee.

Secretary

- Undertake work in accordance with the Role and Responsibilities of the Secretary and the Detailed Duties list.
- Ensure that meetings are called appropriately and adequate Minutes are taken.
- Email Minutes to members of the Management Committee as soon as possible following the meeting.
- Oversee that all meeting materials and relevant information will be forwarded to each member in a timely manner at least 1 week prior to the meeting date.
- In conjunction with the President and/or the General Manager preparation of the agenda.

President/Chairperson

- Assists the Secretary with the preparation of the Agenda.
- Chairs the Management Committee meeting according to Standing Orders (Appendix 1 attached).
- Ensures there is a quorum.
- Ensures that meetings are convened according to Standing Orders and the Constitution.
- Ensures all members have opportunity to provide input.
- Manages and ensures documentation of any conflict of interest ensures that sufficient information is provided for members to make an informed decision.

General Manager

- Assists the Secretary and/or President in the preparation of the Agenda.
- May email minutes to members of the Management Committee.
- Attends meeting in an ex-officio capacity.

Finance Officer

- Provides financial reports for the meeting.

Administrative Officer

- Assists with mail out of meeting material.

RELATED DOCUMENTATION

Governance Policy and Procedures.

The Constitution of Real Living Options Association Inc.
Standing Orders – Appendix 1.

REFERENCES

Associations Incorporation Act 1981.
The Constitution of Real Living Options Association Inc.
Queensland Disability Services Act 2006.
National Disability Insurance Scheme Act 2013.
NDIS Practice Standards and Quality Indicators.

AMENDMENTS/REVIEWS

Amended 11/10/2012.
Amended 02/10/2014.
Amended 28/06/2018.
Amended 04/06/2020.
Amended 01/06/2023.
Amended 14/05/2026.

APPENDIX 1: STANDING ORDERS

Election of Office Bearers

Officers of Real Living Options Association Inc. shall be elected by the method specified in the Constitution of the Service. The officers shall hold their office for the term of their appointment or until their resignation.

The mode of election in any election shall be by ballot.

The Management Committee has authority to appoint people who are financial members to fill vacancies as they occur.

Notice of Meeting

Notice of a meeting is to be given in the way decided by the Management Committee.

The Chairperson shall ensure that all Management Committee Members have 14 days' notice of the date, time and place of the next meeting.

Minutes

Minutes of any meeting of the Management Committee shall be circulated to all members before the scheduled date of the next meeting. The Minutes shall record the date, time and venue of the meeting:

- The names of those members and officers present.
- The name of the Chairperson.
- Any apologies tendered.
- Any failure of a quorum.
- A list of items considered.
- Any resolutions pertaining to those items.
- Details of any declarations of pecuniary interest.

Any other matters may be recorded at the discretion of the chairperson.

Meetings

Subject to the Constitution of the Association, the Management Committee may meet and conduct its proceedings as it considers appropriate. The Management Committee must decide how a meeting is to be called.

Ordinary meetings of the Management Committee shall be held at the date, time, and place decided by the Management Committee from time to time, except that Management Committee meetings must be held at least 9 times every calendar year to exercise its functions.

A Special Meeting of the Management Committee may be called at any time at the request of no fewer than three Management Committee members. Fourteen days' notice must be given of any such meeting. Where possible, an agenda and any supporting papers should be circulated with the notice of meeting.

Quorum

The quorum for any Management Committee meeting shall be as laid down in the Constitution. The quorum for the meeting of any other Committee shall be as laid down in the Constitution (half the number of Committee plus one).

The quorum of any other meeting shall be laid down by the Management Committee.

At any point after the opening of a Meeting any member of the Management Committee may call attention to the lack of a quorum. The meeting shall then be re-scheduled in accordance with the Constitution.

Voting

The Chairperson must receive and put to a vote any properly seconded motion moved by any member of the Management Committee, including motions dissenting from decisions by the Chairperson.

The mode of voting (show of hands, ballot, etc.) shall be as determined by the Chairperson from time to time.

Members of the Management Committee may vote for any motion or may abstain. A motion shall be declared carried if a plurality of members present (that is, a majority of members present and voting) vote in its favour. In the event of an equality of votes for and against a motion, the question is determined in the negative, in accordance with the Constitution.

Members' Interests

No members shall vote or take part in the discussion of any matter at any meeting where they, directly or indirectly, have any pecuniary interest as defined in law, other than an

interest in common with the public, or with the Participants of the Service, or with the staff of the Service.

Every member present when any matter is raised on which they directly or indirectly have a pecuniary interest, apart from any interest in common with the public, is under a duty to fully declare any such interest to the Meeting. This disclosure and any subsequent abstention of such member from discussion and voting on the item are to be recorded in the minutes.

A conflict of interest is to be declared, and a Conflict of Interest Form completed and entered into the Conflict of Interest Register.

Speaking

Members may speak to any motion when granted the right to speak by the Chairperson.

The Chairperson shall grant priority to members who express an intention to move dissent with a decision of the Chairperson.

In speaking to any motion or amendment, members are to confine their remarks strictly to such motion or amendment and shall not introduce irrelevant matters or indulge in needless repetition. In this matter, the ruling of the Chairperson is final and not open to challenge.

Amendment

The Management Committee may amend these standing orders at any time either permanently or for a specified period.

Other matters

The Chairperson is to decide all questions where these standing orders make no provision or insufficient provision.