POLICY NUMBER: NDIS GOV 5

INTENT

The intent of this policy is to ensure that there are control measures in place when decisions need to be made between scheduled Management Committee meetings.

DEFINITION

***Decision**: a conclusion or resolution reached after consideration.*

POLICY STATEMENTS

- The Management Committee recognises that decisions may be necessary between scheduled meetings that could not be foreseen at the preceding meeting.
- Real Living Options Association Inc. will ensure that, when necessary, decisions that are made between meetings will be conducted in a manner which ensures legal validity and are in accordance with the Constitution.

PROCEDURES

- Issues that arise between meetings which need urgent attention must be notified to the President who will determine if the issue is urgent enough to have it decided through an out-of-meeting process and whether to inform the executive or full committee.
- These matters will be subject to the statements as stated in the Constitution of the Association. As follows:

Executive Decisions Between Meetings

- The President will determine whether an issue is urgent and whether it should be dealt with by the Executive Subcommittee or by Resolution of Committee without meeting (Clause 29).
- Issues which arise between meetings that need urgent attention may be dealt with by the Executive Subcommittee.
- All executive decisions between meetings are to be referred to the next management committee meeting for ratification.

- Matters/issues which are of an operational nature which are outside of the General Manager's delegation, may be decided by three members of the executive completing a Decisions Between Meetings Form i.e. reinvestment of a Term Deposit .

Resolutions of Management Committee without Meeting

- A written resolution signed by each member of the Management Committee or a written resolution which is confirmed in writing by email, fax or some other form of electronic communication is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- A resolution mentioned in sub rule (1) may consist of several documents in like form, each signed or written by 1 or more members of the committee.
- Matters may be circulated by electronic means to all members of the Management Committee. If a majority of Committee Members approve the matter a Resolution of Management Committee without Meeting Form must be completed by the President or General Manager and the matter presented to the next Management Committee Meeting for inclusion on the Agenda and ratified/reported in the Minutes.
- A majority of members is the same as is required of a quorum for a meeting. i.e. one half of the Management Committee plus one.
- Decisions involving major issues of policy, principle or major financial risk to the Association will be taken to a Special Management Committee Meeting called for the purpose of dealing with the matter.
- The Management Committee may formally delegate to a Subcommittee or delegate the authority to an authorised person to act between meetings on a specific issue or project. Decisions/recommendations of Subcommittees will be reported to a Management Committee meeting as per Policy NDIS Gov 4 Operation of Subcommittees.
- All decisions made in any of the above circumstances will be recorded on the Management Committee Resolutions of Management Committee without Meeting Form and tabled at the next meeting, ratified by the Management Committee and recorded in the Minutes.
- Confidential decisions will be recorded in the Management Committee Resolutions Between Meetings Register without detail and filed in the Management Committee Confidential File and the minutes will reflect this.

DELEGATIONS

President

- Ensure all decisions made between meetings by the Executive or Resolution of Management Committee without Meeting are presented to a Management Committee Meeting for ratification.
- Ensure as far as practicable that all decisions between Management Committee meetings are made in line with the Policies and Procedures of Real Living Options Association Inc.

General Manager

- Ensure that if a decision is made by electronic means that there is a majority of approval and Decisions Between Meetings Form completed.

RELATED DOCUMENTATION

Resolution of Management Committee Without Meeting Form.
Minutes of Management Committee meetings.
Minutes of Special Management Committee meetings.
Policy NDIS Gov 4 Operation of Subcommittees.

REFERENCES

The Constitution of Real Living Options Association Inc.

NDIS GOV 4 Operation of Subcommittees.

AMENDMENTS/REVIEWS

Amended 07/06/2012.
Amended 02/10/2012.
Amended 26/07/2018.
Amended 04/06/2020.
Amended 01/06/2023.
Amended 14/05/2026.