

2.4 Meeting Process and Procedures

The board is committed to effective and efficient meetings. In addition to meeting the legislative requirements outlined in the acts below, Board meetings will:

- be based on a prepared annual meeting plan adopted by the board at or before the final meeting of the preceding year;
- follow an agenda strategically focussed and prepared by the chairperson;
- be held with the expectation that trustees have prepared for them.

Meeting Procedures

(An asterisk [] indicates a legislative requirement)*

Election of Chairperson

The Chairperson shall be elected at the first meeting each year except in the general election year where it will be at the first meeting of the newly elected board.*

Quorum

The quorum shall be more than half the members of the Board currently holding office.*

Regular meetings

- Meetings will generally be held monthly as per the annual meeting plan
- Commence at 6.30pm and conclude by 10.00pm.
- Any business remaining on the agenda at the conclusion of the meeting will be transferred to the following meeting.

Special meetings

- May be called by delivery of notice to the Chairperson signed by at least one third of trustees. The Chair may call a special meeting in extraordinary or unusual circumstances.
- The annual meeting plan shall require the annual report to be presented at either the April or May board meeting.*

Public Attendance and Participation

- Except where public is excluded by way of resolution, all parts of all meetings are open to the public *
- Board meeting dates will be published on the Paraparaumu College website* (section 46, Local Government Official Information and Meetings Act 1987)
- Public will not normally be allowed free discussion during the meeting.
- Participation is at the discretion of the Chair.

Exclusion of the Public

- By way of resolution the public and/or media may be excluded for whole or part of the proceedings in accord with the Local Government Official Information and Meetings Act (1987).*
- Exclusion of the public shall be noted under the appropriate item of the agenda. *

Meeting Agenda

Requirements for meeting agenda and associated documents are governed by 2.5 Meeting Agenda policy.

Motions/Amendments

- Those moved in debate must be seconded unless moved by the Chair.*
- Once proposed and accepted, they may not be withdrawn without the consent of the meeting.*
- No further amendments may be accepted until the first one is disposed of.*
- The mover of a motion has right of reply.*
- A matter already discussed may not be reintroduced at the same meeting in any guise or by way of an amendment.*

Conflict of Interests

- Any trustees with pecuniary interest or any other conflict of interest in any issue shall not take part in any debate or vote on that issue.
- On disclosure to the Chair, the trustee may be asked to leave the meeting for the duration of the debate.*

Termination of debate

- All decisions will be taken by open voting by all trustees present.
- The Chairperson may exercise a casting vote in the case of equality of votes, in addition to his/her deliberative vote.*

Suspension of Meeting Process and Procedures

Meeting Process and Procedures may be suspended by resolution of the meeting.

Minutes

- Minutes should provide a clear, accurate, stand-alone record of what happened at the meeting and decisions made by the Board.
- Draft minutes of a Board meeting will be circulated by the Board Secretary to Board members at least 14 days prior to the next Board meeting.

Supporting Documents

The following associated documents shall be readily available at Paraparaumu College:

- The Education Act 1989, Schedule 6:8
- Local Government Official Information and Meetings Act 1987 Part 7

Delegations

None

Approval Date(s): 20 September 2016, 20 September 2017

Review Date (Annual): 20 September 2018

Signed by the Chairperson of the Board of Trustees on behalf of the Board of Trustees


