# Board of Trustees Policy - Meeting Process & Procedures (NAG 6)

## Blind & Low Vision Education Network NZ

## Purpose

The Blind & Low Vision Education Network NZ (BLENNZ) Board is committed to effective and efficient meetings that are focused at a governance level and provide the information the board needs to be assured that all policies, plans and processes are being implemented and progressing as planned.

Members of the BLENNZ community are encouraged to take an active interest in BLENNZ and its performance and are welcome to attend all board meetings within the Public Attending Board Meetings Procedure.

## Policy requirements

Meetings:

1. Are based on a prepared agenda. The agenda preparation is the responsibility of the chair. Sufficient copies of the agenda of the open (public) session will be posted on the board of trustees’ notice boards at Homai Campus, posted on the BLENNZ website, and made available at the meeting place for the public.

2. Are held with the expectation that trustees have prepared for them and will participate in all discussions at all times within the principles of acceptable behaviour.

3. Have the right, by resolution, to exclude the public and news media from the whole or part of the proceedings by moving into Committee in accordance with the Local Government Official Information and Meetings Act. Decisions by the board while in Committee are fully recorded but remain confidential. The board needs to:

* Make the reasons for excluding the public clear
* Reserve the right to include any non-board member it chooses

4. Can be held via audio, audio and visual, or electronic communication providing:

* All trustees who wish to participate in the meeting have access to the technology needed to participate, and
* A quorum of members can simultaneously communicate with each other throughout the meeting.

Supporting documents:

Meeting procedures

Review schedule: Triennially

Approved: Date: 28 October 2022 Next Review: 2025

# Appendix

## Meeting procedures

(an \*denotes legislative requirement)

### Board meetings

#### General:

* Meetings are held as per the triennial review schedule with dates confirmed each August for the following year.
* Board minutes will be taken by a non trustee paid on a commercial basis on contract.
* The quorum shall be more than half the members of the board currently holding office\*
* Only apologies received from those who cannot be present must be recorded. Trustees who miss three consecutive meeting without the prior leave of the board cease to be members. An apology does not meet the requirement of prior leave. To prior leave a trustee must request leave from the board at a board meeting and the board must make a decision.\*
* The chair shall be elected at the first meeting of the year except in a triennial election year where it will be at the first meeing of the newly elected board.\*
* The chair may exercise a casting vote in the case of equality of votes, in addition to his/her deliberative vote.\*
* Any trustees with a conflict of precuniary interest in any issue shall not take part in any debate on such issues and may be asked to leave the meeting for the duration of the debate.\* A precuniary interest arises when a trustee may be financially advantaged or disadvanted as a result of decisions made by the board. E.g. Contracts, pay and conditions etc. A conflict of interest is when an individual trustee could have, or could be thought to have, a personal stake in matters to be considered by the board.
* Only trustees have automatic speaking rights.
* Keep the meeting discussion focussed.
* The board delegates (and minutes) powers under Section 15 and 17 of the Education Act to the Disciplinary Committee.
* The board delegates (and minutes) authority to the deputy principal in the times of absence of the principal.
* The amount of chair and other board members are paid for attendance at board meetings is set by the board. Currently the chair receives $200 per board meeting and the board members receive $120 per board meeting. There is no payment for committee or working party meetings. Trustees (including the Chair) will also be paid $120.00 for attendance at strategic planning and induction days when these are held on a separate day to the Board meeting, and for attendance at other meetings on behalf of the Board (e.g. Sector Advisory Group meetings) when these are held on a separate day to the Board meetings.
* Attendance fees are non-taxable within the agreed non-taxable amounts of $605 annually for trustees and $825 for the chair.

#### Time of meetings:

* Regular meetings commence at 10.00am and conclude at 2:00pm unless otherwise advised.
* A resolution for an extension of time may be moved but it will not normally exceed 30 minutes.
* Any business remaining on the agenda at the conclusion of the meeting is transferred to the following meeting.

#### Special meetings:

* A special meeting may be called by delivery of notice to the chair signed by at least one third of trustees currently holding office.

#### Exclusion of the public:

* The meeting may, by resolution, exclude the public (going into committee) and news media from the whole or part of the proceedings in accordance with the Local Government Official Informaiton and Meetings Act unless specifically asked to stay. The wording to be used in the motion to exclude the public is found in Schedule A2 of that Act. Excluding the public is most often used to ensure privacy of individuals or financially sensitive issues.\*

#### Public participation:

* The board meeting is a meeting held in public rather than a public meeting.
* Public participation is at the decretion of the board.
* Public attending the meeting are given a notice about their rights regarding attendance at the meeting.

#### Motion/amendments:

* Use a “consent agenda” to dispense quickly with routine and non-controversial agenda items.
* A motion is a formal proposal for consideration. All motions and amendments moved in debate must be seconded unless moved by the chair and are then open for discussion.
* Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting
* No further amendments my be accepted until the first one is disposed of.
* The mover of the 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.

#### Tabling documents:

* When written information is used in support of a discussion, it should be tabled so that it can be examined by those present. It then forms part of the official record. All documents need to be tabled in an accessible, electronic format.

#### Correspondence:

* The board should have access to all correspondence, in an accessible format. Correspondence that requires the board to take some action should be photocopied/scanned and distributed prior to the meeting. Other correspondence can be listed and tabled so that trustees can read it if required.

#### Termination of debate:

* All decisions are to be taken by open voting by all trustees present, including those attending via electronic means.

#### Lying on the table:

* When a matter cannot be resolved, or when further information is necessary before a decision can be made, the matter can be left unresolved for further discussion.

#### Points of order:

* Points of order are questions directed to the chair which require an answer or a ruling. They are not open to debate and usually relate to the rules for the running of a meeting.

#### Suspension of meeting procedures:

* The board’s normal meeting procedures may be suspended by resolution of the meeting.

#### Agenda:

* Agenda items are to be notified to the chair 10 working days prior to the meeting.
* Late items will only be accepted with the approval of the board and in rare circumstances where a decision is urgent.
* The order of the agenda may be varied by resolution at the meeting.
* All matters requiring a decision of the board are to be agended as separate meeting items.
* All items in the agenda are to carry a recommended course of action and where appropriate be supplemented by supporting material in the agended documentation.
* The agenda is to be collated with the agenda items placed in the agenda order and marked with the agenda number.
* Papers requiring reading and consideration will not normally be accepted if tabled at the meeting.
* Papers and reports are to be sent to the board three working days before the meeting.

#### Minutes:

* The principal is to ensure that secretarial services are provided to the board.
* The minutes are to clearly show resolutions and action points and who is to complete the action.
* A draft set of minutes is to be completed and sent to the chair for approval within 8 working days of the board meeting before being distributed to trustees within 10 days of the meeting.