





Koonung Heights Cricket Club Meeting Rules		Approval Date:	15/7/24
		Review Date:	14/7/25
		Version No:	2
President:	Sign:  <small>Warren T Logan (Nov 5, 2024 22:17 GMT+11)</small>	Warren Logan	
Vice-President:	Sign: 	Matthew Christensen	

PURPOSE

To ensure that meetings of the Koonung Heights Cricket Club (KHCC) Committee and any Sub-Committees are conducted appropriately and effectively for their purpose. This policy therefore applies to all members and volunteers of the Club, long and short-term as well as the Club Committee of Management.

MEETING PROTOCOLS

1. Meetings for KHCC are to maximise attendance where possible by:
 - providing sufficient notice in advance;
 - scheduling at a suitable time and for a suitable duration;
 - providing a suitable venue if in person;
 - availability of electronic meetings if appropriate.
2. Meetings will have a chairperson appointed to run the meeting (e.g. President, Vice-President, Sub-Committee chair);
3. An agenda will be prepared in advance for formal meetings and circulated by the chair or a delegate to all attending;
4. The chair will ensure:
 - there is a quorum where required for the meeting and this commences as scheduled;
 - minutes are kept for formal meetings;
 - discussions are relevant to the agenda and purpose of the meeting;
 - if an issue arises that will require more detailed discussion to resolve this will be addressed at a special meeting.
 - any motion to be considered is clear, unambiguous and has support with a seconder;
5. Minutes will:
 - be kept for all formal meetings to record attendees, motions and any voting and actions arising;
 - be prepared by the minute taker within a suitable time following the meeting;
 - endorsed by the Chairperson before circulation to others;
6. Meeting attendees will:
 - provide an apology if unable to attend;
 - keep in mind that others have different perspectives and always treat each other with respect;
 - allow others to provide their input as required without interruption.