



ELECTRONIC MEETING GUIDELINES

Version 1.0 (dated 4 June 2020)

This document should be read in conjunction with the Club Constitution.

Electronic Meeting Policy

To minimise the excessive travel of committee members and to provide timely responses to matters that require attention, meetings may be held using audio or video conferencing or email.

Meetings via Video or Audio-conferencing

- Any video or audio-conference meetings will be conducted in accordance with the meetings of the club outlined in the Constitution. For the purpose of transacting business, including the Annual General Meeting and Special General Meeting as defined by the Constitution, such meetings will be deemed to be equivalent to a meeting in person, provided that there is a quorum of voting members actively participating in that meeting.
- All voting Committee members must be given a reasonable opportunity for access to the electronic meeting.
- Anyone listening or watching shall acknowledge their presence to the meeting.
- Meetings may not be electronically recorded unless approved in advance by a majority vote of the Committee members present.
- All conversations are confidential and the property of the meeting. However, the minutes may record a summary of the major points of discussion.
- Any right of the President to invite others into a meeting applies to such meetings only if approved in advance by a majority vote of the Committee.

Meetings via Email

- An electronic meeting may take place by email at any time to facilitate AIDC business between video/audio conference or face-to-face meetings.
- No Special Business, as defined in the Constitution, shall be dealt with via email unless 14 days' notice of such business has been given to each member of the Committee.
- All email discussion and other internal Committee conversations are confidential and the property of the meeting. However, a summary of the major points of discussion may be recorded in the minutes of the next video/audio conference or face-to-face meeting of the Committee.

Voting via Email

- Between Committee meetings, to facilitate urgent matters, votes may be taken by any electronic means including, but not limited to email.
- For urgent issues voting may take place via email at any time when the President or Secretary emails the Committee mailing list or otherwise directs to the email addresses of all the voting members of Committee.
- Committee members may propose a motion and email the Committee, President or Secretary and ask for a motion to be put. Where email is used the word MOTION (in all capitals) shall appear in the subject line.



- If a motion is not seconded within 72 hours, then the email voting is adjourned without any business taking place.
- There must be some time set aside for (further) discussion, and possible amendment, after a motion is seconded before voting can begin.
- Voting is open for no longer than 5 clear days but may close earlier if the President or Secretary calls the result at an earlier time when enough votes have been cast that further votes could not change the result.
- Once cast, votes may not be changed.
- The President or Secretary shall call the result. The names or initials of those who voted in favour and those who opposed the motion must be included in the email calling the result.
- The date of the email voting shall be the date that the result was called.