

P11 GENERAL RULES FOR PRESBYTERY BODIES

MEETING PROCEDURES

P11.1 All meetings and meeting arrangements will be in accordance with the principles established in the *Manual for Meetings* modified as appropriate for smaller meetings or as specified in these Rules.

CONDUCT OF MEETINGS

P11.2 In the absence of the elected or appointed Chairperson, the members present at any meeting of a Presbytery body may elect a chairperson of the meeting from among their number.

P11.3 Each member of any Presbytery body has and may exercise one vote. The Chairperson does not exercise a deliberative vote but has a casting vote in the case of an equality of votes.

P11.4 A resolution passed at a meeting of a Presbytery body may not be rescinded at a subsequent meeting unless at least seven days' notice of the intention to propose the rescission is given.

QUORUM

P11.5 The quorum for all meetings shall be not less than 50% of the members.

MINUTES

P11.6 Minutes will be kept of all meetings of Presbytery bodies and will be confirmed by the next succeeding meeting of the Presbytery body and signed by the Chairperson of that meeting.

P11.7 Minutes of all sub-committee meetings will be provided to the establishing body prior to the succeeding meeting of that body.

TECHNOLOGY

P11.8 A meeting may be called or held using any technology agreed to, in advance, by all the members of the Presbytery body.

CIRCULATING RESOLUTIONS

P11.9 (a) Presbytery bodies may take decisions by a circular resolution or an electronic poll of all members entitled to vote, provided no decision of such a poll is binding unless there are no dissenting votes. If a resolution is not resolved by a circular resolution or electronic poll, it will be referred to the next meeting.

(b) The quorum for each circulating resolution shall be not less than 50% of the members.

- (c) A Presbytery body member is not entitled to vote on a circulating resolution if she or he has a conflict of interest unless it has been disclosed and dealt with in accordance with these Rules.
- (d) Copies of all resolutions passed as circulating resolutions will be kept and signed by the Chairperson and recorded in the minutes of the next meeting of the Presbytery body.

DELEGATIONS

- P11.10 A Presbytery body may establish sub-committees such as steering committees, advisory groups, task groups and special purpose committees as may be needed from time to time.
- P11.11 The Presbytery body shall specify each sub-committee's membership, duties and responsibilities, and reporting requirements.
- P11.12 The Presbytery body may appoint any person as a member of a sub-committee provided that at least one member of the sub-committee is a member of the appointing body.
- P11.13 The sub-committee will fulfil all the duties and responsibilities as set out in the instructions issued by the establishing body, and deal with matters referred to it by the establishing body.
- P11.14 No sub-committee may further delegate its responsibilities.

CONFLICT OF INTEREST

- P11.15 A member of the Presbytery body who has any direct or indirect interest, or whose unfettered or independent judgement is or could be perceived as impaired by any contractual, business or other relationship, in a matter being dealt with by the Presbytery body must, as soon as the member becomes aware of that interest or relationship, disclose to the Presbytery body the nature and extent of that interest or relationship. The Presbytery body will then determine whether the extent of the interest or relationship disclosed is such that the member should not participate in or be present during any debate or vote on that matter. The Presbytery body will record its decision in its minutes.

CALLING A MEETING

- P11.16 (a) The Chairperson may convene a meeting of the Presbytery body at any time and shall, on receipt of a requisition in writing by any three members, convene a meeting of the Presbytery body.
- (b) The requisition for a meeting shall specify the reason for which the meeting is to be convened.
 - (c) At least seven days written notice of every Presbytery body meeting shall be given to all members of the body unless the Chairperson considers an urgency exists in which case a meeting may be convened on shorter notice.
 - (d) The non-receipt by a member of the Committee of a notice of meeting does not invalidate the meeting.