

**Victorian Rock'n'Roll Dance Association**

**A Simple Guide to**

# **COMMITTEES AND MEETINGS**

**HOW TO SAVE TIME  
GET THE WORK DONE  
AND STAY FRIENDS**

*" ... keeping Victoria rocking ... "*



## C O N T E N T S

<b>Page</b>		<b>Page</b>	
1	<b>WHY HAVE COMMITTEES?</b>	8.	<b>GOOD MEETINGS DO NOT JUST HAPPEN</b>
1	<b>EMPOWERMENT AND REPRESENTATION</b>	8	- Before the Meeting,
2	- Election,	8	- Plan,
2	- Selection,	8	- Notify,
3	<b>COMMITTEE JOBS</b>	8	- Prepare,
3	- The Executive,	9	<b>NOTICE OF MEETING AND AGENDA</b>
3	- Chairperson,	10	<b>WHO MAKES A GOOD MEETING?</b>
3	- Secretary,	10	- During the Meeting,
3	- Treasurer,	11	- After the Meeting,
3	- Committee Member,	11	<b>WHAT ARE MINUTES?</b>
4	<b>PARLIAMENTARY PROCEDURE</b>	11	- Bad Minutes,
4	<b>MOTIONS</b>	11	- Good Minutes,
5	<b>AMENDMENTS</b>	12	<b>SAMPLE MINUTES</b>
6	<b>VOTING</b>	14	<b>MEETINGS AND TIME SAVING</b>
6	<b>CASTING VOTE</b>	14	- How to Waste Meeting Time
6	<b>MEETINGS</b>	14	- How to Save Meeting Time
6	- Types of Meetings,	15	<b>SOME COMMON MEETING TERMS</b>
7	- Typical Meeting Timetable,		

## WHY HAVE COMMITTEES ?

By assembling a group of interested people into a Committee a task, such as the ongoing management of a Rock'n'Roll dance club, can be tackled more effectively.

A Committee allows for:

- Sharing Information
- Airing Ideas
- Dividing up the work
- Making use of a range of skills and experiences

Most importantly a Committee lets a range of interests be represented and provides a mechanism for making **binding decisions** that are supported by the majority of the people involved.

## EMPOWERMENT AND REPRESENTATION

Committees do not operate for their own sake; each member represents a larger group. This could be a sporting team playing on a reserve or mothers using a pre-school. It is this representation that gives status to a committee.

People arrive on a Committee in two ways. They are either **ELECTED** or **SELECTED**. The way that this occurs in **formal** Committees depends on what is laid down in the **Constitution, Deed of Delegation** or the **Rules** that cover the Committee.

(This is different from an **ad hoc** Committee, where a group of people gets together for the first time to do something. This may become a formal Committee later or it will dissolve itself after the job is done).

## ELECTION

The Rules (Constitution) of the organisation will set down:

- When elections will be held,
- Who will be permitted to stand,
- Who is permitted to vote,
- How the voting is to be done.

A person successfully elected by this process can then claim to act on behalf of the people he or she represents. This is the same for a netball club committee member and a Member of Parliament.

## SELECTION

1. Sometimes a committee member drops out instead of finishing a full term. It could be through illness, moving out of the district or losing interest in the group. This creates a **casual vacancy**. In the Rules of some organisations, this means an election must be held. In others, the vacancy can be filled by **co-opting** someone. This is when the Committee chooses a suitable replacement; usually this person serves for only the amount of time left in the original person's term, after that they must stand for re-election.
2. On some Committees, some or all places are filled by nomination by a higher authority. An example of this could be a Committee where some members are elected by the public and some are nominated by the Minister of a Government Department.
3. Larger committees can form **Sub-Committees** to deal with certain matters. The member of Sub-committees are usually selected rather than elected.

## COMMITTEE JOBS

### THE EXECUTIVE

Just as the Committee acts for the larger group, the **Executive**, i.e. the **President**, **Secretary** and **Treasurer** are the senior members of the Committee.

Depending on the Rules of the organisation, the individual members of the Executive will either be elected by the membership or the Committee Members, once elected, then choose their leaders.

While each Committee Member is entitled to an equal say, the Executive, having received this acknowledgement, have special responsibilities and special powers to take action.

Some organisations decide to have **deputies** for each of the three major jobs to share the workload and to cover the positions in case of absence.

### PRESIDENT

“The Leader of the Committee”, first among equals, responsible for the running of the meeting, acts as the figurehead of the organisation.

### SECRETARY

“The Power Behind the Throne”; responsible for the Committee’s documents and records, receives correspondence, sends letters out, keeps the Minutes, assists the Chairperson.

### TREASURER

Looks after the money. Keeps true and accurate records of the Committee’s income and expenditure, maintains the petty cash and keeps control of the Committee’s bank account and cheque book.

### COMMITTEE MEMBER

Regularly attends meetings and participates in the discussion, accepts and completes assigned tasks, provides information, asks questions, thinks up ideas, behaves responsibly and acts for the good of the whole organisation, prepares to take a turn of the Executive.

## **PARLIAMENTARY PROCEDURE**

Over the years meeting procedure has developed into a generally recognised form. The intricacies of this form are probably seen in their most refined state in the **Parliament**, where the Management Committee of the Country meets.

Committee organisations should not need to get this fussy with their procedure, so long as meetings flow along in an efficient, fair, friendly, but still organised, way.

In community organisations **use only enough formal procedure to get the job done**. If difficulties arise then more procedure can be used to ensure that all aspects the debate are properly heard.

An internet search will reveal all sorts of guides and books the rules of debate and on parliamentary procedure are in your local library in Sections 658.46 Meeting Procedure.

## **MOTIONS**

### **MOTION**

For each issue the organisation has to deal with a clear decision must be reached and recorded. This must be done in the form of a **Motion**. Motions must be **moved** and **seconded** and this is a small example:

Mover - "I move that the annual membership fee be \$11.00."

Secunder - "I second that."

The Motion is then debated.

In strict practise, those "for" and those "against" speak alternatively with the **Mover having the right of reply**, i.e the last say.

The matter is then put to the vote. The successful Motion is called a **Resolution**.

If there is no seconder then the proposal is said to "lapse for want of a Secunder" and there is no further discussion on it.

## AMENDMENTS

### AMENDMENT

To change a detail in the Motion under discussion, an **Amendment** is moved. It must not contradict the original **Motion**. An amendment must be dealt with before the original Motion can be voted on, for example:

Mover - "I move that we paint the door red."

Seconded - "I second that."

The committee discuss this, the Original motion. Then someone has an idea.

Amendment Mover - "I move an amendment, that we paint the door blue."

Amendment Seconded - "I second that."

The Committee discuss this.

Chairperson - "I will **put** the Amendment; all in favour of the Amendment that we paint the door blue instead of red? Against? Carried!"

Chairperson - "The Motion now is that we paint the door blue. All in favour? Against? Carried!"

An Amendment "That the hinges be greased" would not be acceptable as it deals with a separate matter. This should be a Motion in its own right.

## VOTING

Normally a show of hands will do. The matter is decided in favour of the majority.

Some matters, in some Rules, require more than a simple majority. For example, it might be a requirement that changes to the Rules require the support of two-thirds of those present.

Occasionally, matters of great delicacy arise. In these situations a **secret ballot** can be used to hide the voting preferences of the members.

The opposite to this is a **division**. Where a member feels the Chair has miscounted the vote, or where it is required to identify who is voting for what, a division is called. The **names** of those voting for and those against are recorded in the Minutes.

### Casting Vote

When the voting is deadlocked, the Chairperson can use his or her additional vote to resolve the issue. In normal practice, the Chair's **casting vote** is used to uphold the **status quo**, (the existing arrangements), as it can be risky to make drastic changes that are not fully supported by the members.

## Meetings

### Types of Meeting

General Meeting,	Annual General Meeting,	Special General Meeting,
Committee Meeting,	Sub-Committee Meeting,	Public Meeting.



## TYPICAL MEETING TIMETABLE

1. **Open the Meeting.** “I declare the Meeting open.”
2. Ask for **Apologies.**
3. Adopt the **Minutes**, “Will someone who attended the last meeting move that the minutes as circulated are a true and correct record of what happened.”  
(It is probably best if a Committee Member who was at that meeting is the Seconder, but it is not essential.)
4. **Business Arising** from the minutes.  
  
(Brief matters are quick reports on any action that had to be done. Serious matters should have a separate listing on the Agenda. Matters that should be discussed further can be referred to General Business).
5. **Correspondence**  
  
Letters and emails that have been sent to the Committee since the last Meeting. The Secretary explains the contents of each one (it can be very time consuming to read out each letter). The Committee then decides on what action is to be taken, if any, on each item.
6. **Reports;** i.e. Treasurer and then Sub-Committees if there are any.
7. **Agenda Items**
8. **General Business**, “Is there any General Business?.” (Find out quickly who wants to talk about what and put this into a priority list.)
9. **Close the Meeting**  
  
“Thank you for coming, I declare the Meeting closed. The next Meeting will be on ..... at .....

## **Good Meetings Do Not Just Happen**

### **Before the Meeting**

#### **PLAN, NOTIFY AND PREPARE.**

#### **Plan**

It must be decided (usually by the **Chairperson** and **Secretary**) why the Meeting is being held and what the Meeting is intended to achieve.

The stages of the meeting and the jobs to be done should be set out in a sensible order. From this process comes the **Agenda**.

#### **Notify**

The **Secretary** must ensure that each member gets proper **notification** of where and when the Meeting is to be held. In many cases, it can be useful to include the Agenda and copies of any lengthy documents and Reports with the Notice of Meeting. This will allow members to think through ahead of time. The Rules will set how many days before a meeting the notices must go out.

#### **Prepare**

**Chairperson** Think through what matters will arise, what facts may be needed, how different members should be handled to get the best output. Make arrangements to have the necessary seats, table, etc.

**Secretary** Assemble all the necessary paperwork.  
Be organised for taking the minutes.  
Help the Chairperson arrange the venue.

**Treasurer** Have the necessary financial report prepared. Assemble the financial information to answer questions that might be asked.  
Get ready any items that might need signing.

**On Line Meetings, like on Zoom etc, should be run just like in-person meetings. Just make sure everyone has the right equipment and understands how to connect to the meeting.**

**Make sure you have phone numbers in case a Committee Member cannot connect on the night.**

## Sample Notice Of Meeting and Agenda

### Black Stump Rock'n'Roll Club

#### Notice of Committee Meeting

The next Meeting of the Management Committee will be held at the Black Stump Public Hall, Western Park, on Friday February 30, 20\*\* at 7.30 pm.

(Signed)

A. Backstep  
**Secretary**

#### A G E N D A

1. Minutes of previous Meeting.
2. Business Arising from the Minutes.
3. Correspondence.
4. Treasurer's Report.
5. Band Selection Motion, proposed by B Shoes and seconded by C Socks, that Rocky Path & The Gravel be confirmed for the Annual Winter Dance.
6. General Business.

\* \* \* \* \*

\* Members are reminded that we need to finalise numbers for the trip to Ballarat by the end of March.

\* Items for the next Newsletter should be passed on to Terry Triples by next Friday.

## Who Makes a Good Meeting?

### During the Meeting

- Chairperson**      Introduce agenda items in a way that lets all members know what is being considered.
- Stimulate the exchange of ideas.
- Ensure that everyone has an opportunity to express their views.
- Keep the discussion to the point.
- Keep the Meeting within the time allotted.
- Secretary**        Keep notes to be written up later as **Minutes**.
- Present the Correspondence.
- Provide the documents and information the Meeting requires.
- Treasurer**        Present the **Treasurer's Report**.
- Answer questions on financial matters.
- Members**         Arrive on time.
- Listen to what is being said.
- Participate in the discussion.
- Give the other members a fair go.

***If you have meetings in people's homes avoid getting caught up in escalating post-meeting Catering Contests. A cup of tea or coffee and a bikkie or a piece of cake is more than enough.***

### **After the Meeting**

Follow up as soon as possible on the tasks generated by the Meeting.

The **Secretary** should write up the **Minutes** while the memory of the Meeting is still fresh.

The **Treasurer** shall carry out the transactions **approved** by the Meeting without delay.

**Committee Members** who have been assigned tasks should get them done by the allotted time.

### **What are Minutes?**

These are the **permanent record** of the Meeting. They should clearly express who was there, what was discussed and what was decided.

Write the Minutes in such a way that a total stranger, 10 years later, could understand what had gone on at that Meeting, especially what decision had been made; but keep the Minutes **brief** and **accurate**. Compare these two examples

#### **Bad Minutes**

*Resolved on the motion of Smith/Jones that the work be done on the fence.*

#### **Good Minutes**

*Resolved on the motion of Smith/Jones that D. Brown and B. Black should repair to broken palings and re-hang the gate before the end of March.*

Another way of writing this is –

*Moved by Smith and Jones that D Brown and B. Black should repair the broken palings and re-hang the gate before the end of March.*

**Carried**

## Sample Minutes

### **Black Stump Rock'n'Roll Club**

#### **Minutes**

#### **Management Committee Meeting – February 30, 20\*\***

**Present:** R. Rocken (President) A. Backstep (Secretary), D. Dollar (Treasurer), B. Shoes, C. Socks, K. Katz

**Apologies:** L. Katz

1. **Minutes of Previous Meeting:**

Moved Socks/Dollar that the Minutes as circulated be adopted as a true and correct record of the previous meeting.

Carried

2. **Business Arising:**

Chris Socks reported that Harry Hitt's brother Herman has now repaired the PA wiring. Moved Katz/Socks that the Secretary writes a letter to Herman Hitt thanking him for repairing the PA wiring.

Carried

3. **Inward Correspondence:**

3.1 Black Stump Public Hall Committee minutes.

3.2 Retro Co. bowling shirt catalogue and price list.

Moved Shoes/Dollar that the Correspondence be received.

Carried

4. **Outward Correspondence:**

As decided at the last Meeting a letter was sent to the Shire Council advising our availability to again provide R'n'R demonstrations at the Black Stump-a-thon on November. No reply has been received yet.

5. **Treasurer's Report:**

Previous Balance	\$302.27
Proceeds: Annual Chook Raffle	<u>\$ 90.00</u>
Current Balance	\$392.27
For Payment: Inky Incorporated (for printing the 20** gift certificates )	\$ 45.00

Moved Shoes/Socks, that the account of Inky Inc. for \$45.00 be approved for payment. Carried

Moved Dollar/Katz that the Treasurer's Report be accepted. Carried

6. **Combined Dances:**

There was broad discussion about this matter. The main point in favour of cooperating was the anticipated increase in the availability of dances in this region created by linking up with a wider group of clubs.

Those against the proposal pointed out that this has been tried before and in the end it broke down because of disagreements about venues, bands and schedules.

Moved Katz/Socks that the President makes contact with the Presidents of Lumpy Mountain and South Allagambi Rock'n'Roll Clubs to arrange a meeting with a view to exploring opportunities to cooperate on the running of dances.

Amendment moved, Dollar/Shoes that Snake Gully Rock'n'Roll Club be added to the list of clubs to be contacted. Defeated

The original Motion was put and was Defeated

Moved, Katz/Backstep that the matter of Combined Dances not be raised at meetings again until after the 20\*\* Annual General Meeting. Carried

7. **General Business:**

Karl Katz reported that the new system to make sure that people attending lessons signed the attendance book was working.

Meeting Closed 9:45 pm

Next Meeting to be held on March 30, 20\*\*.

## **Meeting and Time Saving**

### **How To Waste Meeting Time**

- ◆ Start late.
- ◆ Wander away from the Agenda.
- ◆ Go over points already discussed.
- ◆ Argue about unimportant things.
- ◆ Have Reports read out instead of circulating them before the start.
- ◆ Have some members arrive late and others leave early.
- ◆ Arrange for the telephone to ring.
- ◆ Set up a TV or radio where the members can see or hear it.
- ◆ Gossip
- ◆ Break for refreshment during the Meeting.

### **How To Save Meeting Time**

- ◆ Be fully prepared for the matters to be discussed.
- ◆ Start on time
- ◆ Stick to the Agenda.
- ◆ Everyone participate
- ◆ Keep to the point.
- ◆ Finish on time.
- ◆ Those who want to can leave, the rest can stay for supper or a chat.



## Some Common Meeting Terms

Ad-hoc	For a particular purpose.
Adjournment	Postponement of meeting or of a particular item.
Advisory Committee	Can only make recommendations.
Agenda	List of Items of Business arranged in an order.
Amendment	Any alteration of detail of the original Motion, but not contrary to, the aim of the original Motion.
Ballot	Method of secret voting.
Candidate	Person nominating for any office or position.
Casting Vote	Deciding vote give by the Chairperson (where the rules of the organisation permit)
Chairperson's Ruling	The Chair's decision on all points of order is final.
Constituency	Body of voters who elect a representative.
Constitution	The Rules drawn up to govern the way an organisation conducts its affairs.
Co-option	Adding a person to a Committee without election, usually done when a person has specific qualifications.
Delegate	Person invested with limited powers to represent others.
Deputation	Group of persons appointed to present the views of others.
Ex-officio	By virtue of the office held.
In-committee	Matters discussed are treated as confidential.
Interim Report	The preliminary report giving progress to date.
Lie on the Table	No action will be taken at that meeting and probably unless raised again at a subsequent meeting, the matter will lapse.
Mandate	- The precise authority given to a representative by the constituency.

Minutes	Brief, but accurate, records of the business transacted at the meeting.
Motion	Proposal submitted for discussion and subsequent decision by voting.
Mover	Person who submits a motion or an amendment.
Nominate	Propose for election.
Point of Order	Raised to draw attention to any departure from the standing orders. Point of Order must be dealt with immediately, interrupting the matter under debate. <i>(Try not to do this.)</i>
Poll	Counting votes at an election.
Proposition	Same as Motion.
Proxy	Acting by a deputy or representative.
Quorum	Number of people who must be present to make proceedings of a meeting valid.
Rescind	A motion to cancel a decision made by resolution at a previous meeting.
Resolution	A motion passed by a meeting.
Returning Officer	The person who conducts an election.
Right of Reply	The privilege usually allowed to the mover of the motion to close the debate.
Rules	The correct term for an incorporated organisation's constitution.
Scrutineer	Person supervising a Ballot.
Secunder	Person who endorses the original motion or amendment. A motion or amendment can not be discussed until it is seconded. If nobody supports the mover, the matter lapses. The motion or amendment once moved and seconded can only be withdrawn by consent of the mover and the seconder, and if necessary, the meeting.

Standing Committee	Meets at regular intervals over an indefinite period.
Standing Orders	Code of rules stipulating how the business of the meeting should be conducted.
The Question Be Put	Proposes that the vote be taken without any further discussion.
Vacating the Chair	The Chairperson vacates the Chair to signify the meeting is ended.  The Chairperson may also vacate the Chair in order to take part in the discussion on matters which it would not be proper for her/him to do so as Chairperson.
Vote	Expression of desire or choice in regard to any proposition; by show of hands, verbally or by ballot.

---

### **Victorian Rock'n'Roll Dance Association**

Mail            The Secretary, VRRDA  
P.O. Box 31, Hastings VIC 3915

Email:        [VRRDA\\_Mail@iinet.net.au](mailto:VRRDA_Mail@iinet.net.au)

Facebook     Victorian Rock'n'Roll Dance Association

Website       [www.vrrda.org.au](http://www.vrrda.org.au)