



POLICY STATEMENT

Operational Committees

Policy
Number
GN04
July
2017

Introduction

The Board supports a policy for open and transparent process for the election and conduct of Operational Committees of the club (as set out in the constitution Part III - clause 15).

OPERATIONAL COMMITTEE STRUCTURES

The structure of each Operational Committee's will be determined by the Committee itself. Any changes, including new or removed positions, must be recommended to the Board for ratification.

Any changes to an Operational Committee's structure must be passed by formal resolution of a majority of the Committee and the resolution must be recorded in the Committee's Minutes.

The ratified structure will be defined in the club's organisational chart.

A member can hold more than one position on an Operational Committee.

Any new positions must have Job Descriptions completed and these submitted to the Board as part of the recommendation for introduction of a position(s).

From time to time an Operational Committee may second additional members to assist with heavy workload and projects.

CONDUCT OF BUSINESS AND QUORUM

A quorum must be present at any Committee meeting in order for a vote to be held. No business shall be transacted at any Operational Committee meeting unless a quorum of the Committee is present.

Alternatively, if a vote is sought by email (or other means) a majority of the whole of the Committee decides if the motion is carried or lost.

A quorum for an Operational Committee meeting shall be 60% of the Board ratified membership (rounded up to the next whole number). The total of the committee for setting quorums will include any Board approved secondees to the committee.

A quorum must be present for the entire meeting.

Any club member can attend Operational Committee meetings. They may have speaking rights, but not voting rights. Visitors to a meeting do not count towards a quorum.



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MEMBERSHIP RIGHTS

Board ratified Committee members will be classified as Active members as defined in the Club's Constitution.

Outgoing committee members cease to qualify as Active members unless they qualify under another rule or role as defined in the Constitution, from the time the Board ratifies the new committee.

From time to time an Operational Committee may second additional members to assist with heavy workload and projects. These secondees will only qualify as Active members under the Constitution if the Board ratifies the secondment.

ELECTION OF OPERATIONAL COMMITTEES

Committee chairs are not elected under this process. Those positions are elected at the club AGM as defined in the Club's Constitution.

Notice of Operational Committee Elections:

The Operational Committee Chair must give at least twenty-one (21) days' notice in writing, to all club members of pending Operational Committee elections.

The notice shall set out:

- the date, time and venue for the Operational Committee elections and
- the closing date for nominations for positions (not less than fourteen (14) days prior to the meeting).
- Include nomination forms
- The meeting for election of Committee members may be conducted as part of a normal committee meeting (i.e. a special meeting is not necessary).

Agenda of Operational Committee Elections:

A meeting agenda containing the business to be conducted at the Operational Committee election meeting shall be forwarded by the Committee Chair, to all club members no later than seven (7) days before the date of the Operational Committee election meeting.

The following business shall be discussed at each Operational Committee election:

- election of Officers to the Operational Committee.



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- Any other business

Elections

Elections shall be held where there is more than one person nominated for any position.

The election process shall be by secret ballot. A scrutineer independent of the Operational Committee shall be appointed to count votes (if required).

The Operational committee may perform a single vote en masse for all positions where there is only one nomination.

Committee chairs are not elected under this process. Those positions are elected at the club AGM.

Board ratification of Operational Committee Members:

Following Committee elections, the Committee Chair will present a motion to the Board for the ratification of Committee members. Minutes from the election meeting are also to be presented to the Board.

Related Clauses from the Orewa SLSC Constitution:

Changes to an Operational Committee Structure or Position Descriptions: will be in accordance with the process outlined in the constitution, Subcommittees of the Board (Part III - clause 14 and 15) and approved by the Board.

Adopted:

Date: 11-7-17

Name: Faxon Turner

Orewa SLSC Chairperson

Signature 