

ACS: TYPES OF MEETINGS, QUORUM REQUIRED, DAYS OF NOTICE, CALL FOR MEETING

TWO TYPES OF ACS MEETINGS : Broadly speaking there are two types of ACS meetings.

1. Branch committee meetings, National board meetings

Most commonly held are branch committee (usually monthly) meetings and national board (usually quarterly) meetings. Also, there are the other committees (which meet as required) such as Technology committee.

2. General meetings

Less common are General meetings, usually of the whole Society, open to all members. They are Annual General meetings (AGM - once a year) or Extraordinary General meetings (EGM - as required)

TWO QUORUM LEVELS : There are two quorum levels, one for each of the two types of ACS meetings.

“A quorum is the minimum number of members ... which must be present at a meeting for decisions taken (i.e. voted on) at the meeting to be legally effective”.

Meetings can proceed without a quorum and discuss items, but cannot vote to make legally binding decisions.

1. Quorum: Branch committee meeting, National board meeting

50% plus 1

2. Quorum: General meeting (AGM and EGM)

3% of eligible voting members (Clause 88), who are present physically or virtually or by proxy.

NUMBER OF DAYS NOTICE : The number of days notice for the two types of meetings is different.

1. Committee and board meetings

Branch committee meetings and National board meetings are regularly scheduled well in advance. Usually, National board meeting notice is emailed some weeks prior.

If a member of the national board or a branch committee requests a meeting, the following applies:

Clause 71. The secretary of the board or a branch committee shall convene, at not fewer than seven (7) days' notice, a meeting at the request of any member of it.

2. General meetings

Annual general meetings must be held once each calendar year within five months of the end of the financial year. AGMs are scheduled months in advance and notice sent at least 21 days in advance.

Extraordinary general meetings must have notice sent at least 21 days in advance, see Clause 85.

CALL FOR MEETING :

1. National board meetings, Branch committee meetings

Clause 71. The secretary of the board or a branch committee shall convene, at not fewer than seven (7) days' notice, a meeting at the request of any member of it.

2. General meetings

Annual General meetings (AGM) are not called for by members; the AGM is scheduled by the National board to occur within the five month window (1 July – 30 November) prescribed in the Corporations Act, 2001.

83. An extraordinary general meeting of the Society:

- 1.1 may be convened by at least four members of the board; or
- 1.2 shall be convened by the board upon a requisition in writing signed by at least five per cent (5%) of eligible members, in default of which the requisitioners may convene the extraordinary general meeting.