



MEETING PROCEDURES POLICY

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Date of Audit Committee Endorsement (if applicable)	N/A
Date last reviewed by Eastern Health Authority Board of Management	21 February 2018
<i>Relevant Document Reference</i>	Eastern Health Authority Charter <i>Local Government (Procedures at Meetings) Regulations 2013</i>

1. Purpose

The Meeting Procedures Policy sets out the meeting procedures to be followed at Board Meetings.

Requirements relating to meetings of the Board of Management (Board) are set down in the Eastern Health Authority Charter (Charter).

The Charter provides that the Board may determine its own procedure for the conduct of its meetings provided that the procedures are not inconsistent with the *Local Government Act 1999* or the Charter. Where the Board has not determined a procedure to address a particular circumstance, the provisions of Part 2 of the *Local Government (Procedures at Meetings) Regulations 2013* will apply.

These meeting procedures are supplementary to the Charter. In the event of any inconsistency between the Charter and these procedures, the provisions of the Charter will prevail.

2. Scope

The Policy applies to all meetings of the Board.

3. Definitions

Nil

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4. Principles

In adopting these meeting procedures, EHA has taken into account the following guiding principles contained within the *Local Government (Procedures at Meetings) Regulations 2013*:

- procedures should be fair and contribute to open, transparent and informed decision-making;
- procedures should encourage appropriate community participation in the affairs of EHA;
- procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at a meeting; and
- procedures should be sufficiently certain to give the community and decision-makers confidence in the deliberations undertaken at a meeting.

5. Policy

5.1 Notice and Times of Meetings

- 5.1.1 The Board is to meet for ordinary meetings at 6.30 pm unless otherwise determined.
- 5.1.2 Special meetings of the Board may be called in accordance with the provisions of the Charter (clause 3.2).
- 5.1.3 Notice of any meeting of the Board must be given to a Board Member in accordance with 3.4 of the Charter.
- 5.1.4 For all meetings of EHA, agendas shall be completed and forwarded to Members four clear days prior to the meeting at which the business is to be dealt with, unless the Chief Executive Officer considers it appropriate to waive this requirement.
- 5.1.5 Late matters may be added to the agenda only with the approval of the Chair.
- 5.1.6 Public notification of meetings will be given by posting meeting dates and times on EHA website.

5.2 Meeting procedures

- 5.2.1 All meetings of EHA shall be conducted in accordance with the Charter and these procedures.
- 5.2.2 All meetings of the Board shall be open to the public unless closed by resolution of the Board in accordance with clause 3.10 of the Charter.
- 5.2.3 Where the nature of a matter requires the matter to remain confidential, the matter will be marked 'Confidential' in agendas, reports and other papers

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(Meeting Papers) dealing with the matter will be marked 'Confidential' by the Chief Executive Officer prior to distribution to Board Members.

- 5.2.4 The Board will consider the nature of any matter marked 'Confidential' in accordance with clause 5.2.3 and will determine whether or not to pass a resolution that the matter be treated confidentially in accordance with clause 3.10 of the Charter.
- 5.2.5 The Administration will include a recommendation on all Agenda items.
- 5.2.6 The Presiding Member will read aloud the Order of Business.
- 5.2.7 Each item of business is to be voted on separately.
- 5.2.8 Meetings of EHA shall conclude at 8.30 pm unless a majority of Members then present vote for an extension of time. Such extension will be for at least 15 minutes in duration, provided that meetings will not continue beyond 9.00 pm.
- 5.2.9 Senior staff shall attend meetings of EHA as required by the CEO.
- 5.2.10 Relevant Staff and Committee Chairs shall be available from 6.00 pm prior to the Board meeting to discuss matters on the agenda with Board Members.
- 5.2.11 Wherever possible any queries should be referred to the Chief Executive Officer prior to the respective meeting for any explanation or clarification.

5.3 Standing Committees

5.3.1 The following Standing Committees exist:

- Audit
- Chief Executive Officer Performance Appraisal and Remuneration Review.

5.3.2 The Audit Committee comprises one Board member and two Independent Members and meets 3 times per annum (or as otherwise required). The committee will determine their own dates and times for meetings.

5.3.3 The Chief Executive Officer Performance Appraisal and Remuneration Review Committee comprises the Chair and at least two appointed Board Members and meets as required.

6. Review of the Meeting Procedures Policy

It is the responsibility of the Chief Executive Officer to monitor the adequacy of the policy and recommend appropriate changes. The Policy will be formally reviewed every 24 months or as needed.

7. Statement of Adoption

The Policy was adopted by the Board of the Eastern Health Authority on 1 February 2012.

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