



Meeting protocols

But all things must be done properly and in an orderly manner.

1 Corinthians 14:40

The Board of the Rotorua Seventh-day Adventist School is committed to more effective and efficient meetings and, to this end, sets out the following guidelines for the conduct of board meetings.

Timing of meetings

- Dates and times of meetings will be notified to the school community via the school Facebook page and are entered in the school calendar by the Principal.
- An annual board workplan will be developed at the commencement of each year which will inform the agenda of meetings
- Meeting for 2021 are usually held on a Tuesday evening, *starting at 6.00pm and aiming to finish at 8pm*
- A resolution for an extension of time may be moved but will not normally exceed 30 minutes.
- Any business remaining on the agenda at the conclusion of the meeting can be transferred to the following meeting

Agenda and meeting papers

- The chair is responsible, in liaison with the principal, for the preparation of an agenda prior to each meeting.
- The principal is to ensure that secretarial services are provided to the board.
- Agenda items are to be notified to the chair at least 5 days prior to the meeting.
- The agenda and all board papers and reports will be circulated to board members at least 2 days prior to the meeting.
- The board should have access to all correspondence. Correspondence that requires the board to take some action should be e-mailed prior to the meeting. Other correspondence can be listed and tabled so that trustees can read it if required.
- The agenda for the part of each meeting that is open to the public will be posted in the school office reception area at least 48 hours prior to the meeting and copies made available at the meeting for any members of the public.
- Late items will only be accepted with the approval of the board chair and in rare circumstances where a decision is urgent.
- The order of the agenda may be varied by resolution at the meeting.
- Items in the agenda carry a recommended course of action and where appropriate be supplemented by supporting material in the meeting documentation.

- The agenda is to be collated with the items placed in order and marked with an agenda item number.
- Papers requiring reading and consideration will not normally be accepted if tabled at the meeting.

Public participation

- The board meeting is a meeting open to the public rather than a public meeting.
- Only trustees have automatic speaking rights.
- Public participation is at the discretion of the board.
- Public attending the meeting, including staff members not elected as the staff representative, are given the following notice about their rights regarding attendance at the meeting:-

Public attending board meetings

The Rotorua Seventh-day Adventist School Board welcomes public presence at board meetings and hopes that members of the public enjoy their time observing board meetings. Members of the public include staff, students and parents of the school who are not trustees on the board.

These procedures will be provided to members of the public attending meetings so that they understand the rules that apply and will be followed unless otherwise authorised by the board:

- *Board meetings are not public meetings but meetings held in public.*
- *If the meeting moves to exclude the public (usually to protect the privacy of individuals), members of the public will be asked to leave the meeting until this aspect of business has been concluded.*

Members of the Public are:-

- *not entitled to take part in the meeting by word or action (the board can resolve to grant a member of the public speaking rights on a particular agenda matter if a request has been made in advance to the chair and shall be restricted to a maximum of 3 minutes per subject and no more than 3 speakers on any one topic. The speaker may only speak to the topic requested Speakers are not to question the board. Board members will not address questions or statements to speakers. Speakers shall not be disrespectful or offensive or make malicious statements or claims)*
- *required to leave the meeting if the chairperson believes, on reasonable grounds, that the member of the public's behaviour is likely to prejudice the orderly conduct of the meeting*
- *likely to be removed by the police at the request of the chair if they are disruptive and do not comply with the chair's instructions when an effort is being made to maintain order in the meeting room*
- *not entitled to communicate with trustees during the meeting unless the trustee leaves the meeting (and preferably the room to cause the minimum disruption to the meeting)*
- *required to leave the meeting room when the meeting goes "in committee"; and*
- *entitled to return to the room when the meeting comes "out of committee"*

Exclusion of the public

- The meeting may, by resolution, exclude the public (going into committee) and news media from the whole or part of the proceedings in accordance with the Local Government Official Information and Meetings Act 1987. The wording to be used in the motion to exclude the public is found in Schedule 2A of the Act. The board must make the reasons for excluding the public clear. Excluding the public is most often used to ensure privacy of individuals or financially sensitive issues.*
- Persons may be asked to remain after the public has been excluded because they possess knowledge that will be of assistance in relation to the matter to be discussed. The board must pass a resolution that they may remain.

Conduct of meetings

- A quorum of more than half the members currently holding office is required.*
- Trustees will declare any conflict of interest at the beginning of the meeting and as appropriate during the meeting.
- Any trustees with a conflict or pecuniary interest in any issue shall not take part in any debate on such issues and may be asked to leave the meeting for the duration of the debate.* A pecuniary interest arises when a trustee may be financially advantaged or disadvantaged as a result of decisions made by the board (contracts, pay a d conditions). A conflict of interest is when an individual trustee could have or could be thought to have a personal stake in matters to be considered by the board including being a relative of the personnel.
- The chair shall be appointed by election at the first meeting of the year except in the triennial election year where it will be at the first meeting of the newly elected board.*
- The elected chair (or, in their absence, a parent or proprietor representative) presides at meetings.
- Only apologies received from those who cannot be present must be recorded. Trustees who miss three consecutive meetings without the prior leave of the board cease to be members. An apology does not meet the requirement of prior leave. To obtain prior leave, a trustee must request leave from the board at a board meeting, and the board must make a decision whether or not to grant it.*
- Points of order are questions directed to the chair that require an answer or a ruling. They are not open to debate and usually relate to the rules for the running of a meeting.
- The board's normal meeting procedures may be suspended by resolution of the meeting.

Decision-making process

- All decisions are to be taken by open voting by all trustees present.
- In the event of tied voting on a resolution, the chair may exercise a casting vote in addition to their deliberative vote.*
- A motion is a formal proposal for consideration. All motions and amendments moved in debate must be seconded unless moved by the chair and are then open for discussion.
- Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting.
- No further amendments may be accepted until the first one is disposed of.
- The mover of a motion has right of reply.
- A matter already discussed may not be reintroduced at the same meeting in any guise or by way of an amendment.
- When a matter cannot be resolved or when further information is necessary before a decision can be made, the matter can be left unresolved for future discussion.

Minutes

- Board meeting minutes will be taken by a contracted, paid minute secretary who is not a member of the board.
- The minutes are to clearly show resolutions (by way of motions) and action points and who is to complete the action.
- Minutes are sent to the chair for checking within 3 working days and distributed electronically to the board within 7 working days. Requests for corrections or amendments should be submitted by email to the chair as soon as possible to ensure accurate minutes can be confirmed at the next meeting.
- Minutes to be tabled for approval should be included in documentation made available to all board members prior to the meeting.
- Minutes that have been confirmed at the subsequent meeting can be inspected by members of the public and if they request a copy (or any part thereof) shall be given such a copy (not being a meeting or part of a meeting from which the public was excluded) and may take notes therefrom. (Part 7 of the Local Government Official Information and Meetings Act 1987 (s 51(1)-(2))
- Persons requesting to view copies of *draft* minutes shall not be unreasonably prevented from viewing a copy of the draft minutes in the school office. Such minutes will be clearly marked as 'draft' and copies are provided for viewing only until confirmed at a subsequent meeting.

Special meetings*

- A special meeting may be called by delivery of notice to the chair signed by at least one-third of trustees currently holding office.
- Meetings can be held via audio, audio and visual or electronic communication providing:
 - all trustees who wish to participate in the meeting have access to the technology needed to participate, and
 - a quorum of members can simultaneously communicate with each other throughout the meeting.

* Legislative requirement

FORMULATED BY: Rotorua Seventh-day Adventist School Board of Trustees based on NZSTA standard process

APPROVED: Board Chair, Victoria Finch _____

BOT RATIFIED:

<https://nzsta.org.nz/assets/Governance-support-resources/Board-meetings.pdf>
<https://www.nzsta.org.nz/assets/Uploads/Governance-Support-Resources-Board-Meetings.pdf>

Committee principles – in conjunction with Delegations Policy

The board may set up committees/working parties to assist it to carry out its responsibilities and due process (e.g. staff appointments, finance, property, disciplinary).

The Education Act 1989 Schedule 6 (17) gives the board the authority to delegate any of its powers to a special committee, except the power to borrow money. **(update from 2020 Act)**

Board committees:

- are to be used sparingly to preserve the board functioning as a whole when other methods have been deemed inadequate
- can include non-board members but at least one must be a trustee
- may not speak or act for the board except when formally given such authority for specific and time-limited purposes – such authority will be carefully stated in order not to conflict with authority delegated to the principal or the chair
- assist the board chiefly by preparing policy alternatives and implications for board deliberation
- are intended to assist the board and not to advise or carry out the work of staff
- must act through the board and can only recommend courses of action unless they hold delegated authority to act on the board's behalf
- are to have terms of reference drawn up as required, usually containing information as to their:
 - purpose
 - membership
 - delegated authority.

The board of Rotorua Seventh-day Adventist School currently has the following committees

- Proprietor Committee
- Finance Committee
- Emergency Housing Committee
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Any other committees established for special purposes should conform to the above principles.

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APPROVED: Board Chair, Victoria Finch _____

BOT RATIFIED: ??? July 2021