

# **BOWLS TASMANIA SOUTH**

## **GUIDELINES FOR THE RECORDING THE MINUTES OF MEETINGS OF THE BOARD OF MANAGEMENT**

### **PURPOSE:**

1. To provide a concise, accurate and official hardcopy record of the decisions made and the actions taken or proposed at each meeting of the Board of Management of Bowls Tasmania South (BTS).
2. In order for the BTS Board of Management to operate efficiently it must keep records.
3. All records should be accurate, current and readily accessible, and follow standard practices.

### **MINUTE KEEPING RESPONSIBILITY:**

1. The person assigned the primary responsibility for maintaining records (i.e. the minutes of all meetings of BTS) is the BTS Secretary.
2. It is the responsibility of the BTS President to ensure that all records are maintained to the minimum standard expected.

### **APPROVAL OF MINUTES**

1. **Verification.** A copy of the minutes will be sent to the meeting chairperson for quick verification. The chairperson should, where possible, provide feedback within 24 hours of receipt.
2. **Consideration.** A copy of the minutes will be sent to the members of the board/committee (whether present or not) for consideration after verification is received. The meeting members should have, where possible, 48 hours to provide feedback.
3. **Publication.** A copy of the minutes will be published to the BTS website once verified by all Board members, where possible, within one week of the meeting.
4. **Signed.** A copy of the minutes will be signed by the meeting chairperson when they have been confirmed (ie: at the next meeting of the Board of Management).

### **FORMAT OF THE DOCUMENTATION OF MINUTES OF BOARD MEETINGS**

1. The proceedings of all meetings of the BTS Board of Management, referred to as the minutes of the meeting, are to be recorded by the BTS Secretary in a consistent format.
2. The order of business for each meeting of the BTS Board of Management will follow a similar format and the agenda for each meeting will be set out in that format to act as a guide to the good management of the business to be conducted at each meeting.
3. The order of business for each meeting shall be:

- a. The place, date and starting time of the meeting.
- b. The name of the Chair for the meeting.
- c. **Present:** The list of those present at the meeting, and confirmation of the presence of a quorum. A list of any guests or observers in attendance should be included after the list of eligible voting members.
- d. **Apologies:** The names of any apologies from those who have other commitments that prevent their attendance.
- e. **Confirmation of the minutes of the previous meeting:** This provides the final opportunity to make amendments to the minutes of the previous meeting. Once the motion, moved and seconded, that “***The minutes of the previous meeting be confirmed.***” Is passed by a majority of voting members present the minutes go into the permanent record and may not be further altered. The Chair of the meeting will sign a hardcopy of the previous minutes as confirmation of their acceptance.
- f. **Matters arising from the previous minutes:** Decisions and actions determined at a previous meeting are listed to enable the discussion of actions taken in response to each decision, as well as to record any additional actions that may be required to bring the matter to a satisfactory conclusion.
- g. **Correspondence:** A list of all correspondence sent and received since the last meeting is listed here.
  - I. **Outward Correspondence:** Most of the outward correspondence will have been issued by the BTS Secretary on behalf of the Board of Management in response to an action determined by the Board at the previous meeting, or on the instruction of the BTS President.
  - II. **Inward Correspondence:** A range of correspondence may be received from a variety of sources (i.e. Bowls Australia, Bowls Tasmania, affiliated bowls clubs) and are listed in order of receipt for discussion and possible response. The Board may decide to deal with matters raised by individual pieces of inward correspondence immediately, defer discussion on the matters raised until General Business, or simply record the piece of correspondence as “**Noted**”. Whether the issues raised in a piece of correspondence is dealt with immediately, or in General Business, then a motion will be moved and seconded, the intent of the motion debated and then voted upon. Any actions required due to the decision reached, and who will be responsible for undertaking those actions, will be recorded in the minutes adjacent to the reference to that correspondence.
  - III. **Motion to confirm correspondence:** After all correspondence has been discussed a motion will be moved and seconded that “**The Inward Correspondence be received and the Outward Correspondence**

**endorsed.”** This motion will be recorded in the minutes immediately after the final piece of correspondence in the list.

- h. Reports:** All reports presented to the Board of Management should be simple and brief, should be in written form, and available for distribution to all members prior to the meeting, providing sufficient time to be read before the meeting date. This enables the time in the meeting to be used effectively. Procedures for recording the receipt of written reports:
- I.** The author of the report (e.g. the BTS Treasurer) is available to answer questions relating to the detail of the report.
  - II.** The report is received and recorded in the minutes of the meeting on the motion of the author of the report moving (and seconded by another Board member) that **“The report be accepted.”**
  - III.** In the case of a financial report the BTS Treasurer may also move that any creditors listed for payment be approved by the meeting.
  - IV.** Some reports will include recommendations for decision and/or action to be taken by the Board of Management. Motions can be moved and seconded here, debated and decisions/actions made and decided upon and recorded in the minutes.
  - V.** The written report then becomes an attachment to the minutes of the meeting.
  - VI. Dealing with verbal reports:** while verbal reporting is discouraged due to inefficiency, nevertheless there are occasions when a brief verbal report is the most convenient means of informing the meeting of progress on a certain matter. In this case, the BTS Secretary will include a brief outline in the minutes of the main points raised, and any decisions/actions (if any) that arise from the verbal report.
- i. General Business:** Matters for discussion and decision are usually listed on the agenda for the meeting under this heading. Each item listed under this heading will require a motion (or motions) to be put, seconded, debated and then decisions reached to determine actions to be taken in working toward satisfying the decisions made by the meeting. Items to be included in general business must be submitted to the BTS Secretary prior to issue of agenda for the meeting. Otherwise, items must be raised as “New Business”.
- j. New Business:** “New Business” are matters raised from the floor during the meeting by members of the Board of Management in attendance. Sometimes this may lead to a motion being put, seconded, debated and resolved by the majority vote of those in attendance. Alternatively, the BTS Secretary may include a brief summary of the new business raised so that it can be dealt with more effectively at a future meeting of the Board of Management.

- k. **Closure:** The BTS Secretary will record the time at which the Chair declared the conclusion of the meeting, as well as the date, time and location (if known) for the next meeting of the Board of Management.
- l. **Signature Block:** The BTS Secretary will include a signature block at the end of the minutes for the signature of the meeting Chairperson.

#### **WHAT SHOULD BE INCLUDED IN THE MINUTES OF RECORD OF MEETINGS OF THE BOARD?**

1. **Decisions:** Usually in the form of motions moved and seconded by members of the Board, and whether: (a) **“Carried”** by a majority vote: or **“Lost”**, meaning a majority of the members of the Board did not approve of the proposal.
2. **Actions:** Immediately after the recording of a decision any actions believed necessary to achieve the desired outcome should be recorded, as well as the Board member/s given the responsibility to work on the matter.
3. **Dissenting votes:** It is unreasonable to expect that all members of the Board of Management will vote in favour of every matter that is put to them. Often decisions rely on a majority voting for or against a proposal, with all members being satisfied with the result. At other times, one or more member of the Board may be vehemently opposed to a proposal, vote against it, but be in the minority. In this case, the dissenting Board member (or Board members) may have their opposition to the proposal recorded in the minutes of the meeting immediately after the declaration of the result of the vote, by the BTS Secretary entering the words **“[Name] opposed”** (in the case where the vote is carried) or **“[Name] for”** (in the case where the vote is lost)..
4. **Abstaining from a vote:** Any member of the Board of Management is entitled to abstain from voting on any matter and can request that the BTS Secretary make note in the minutes to this effect by including the words **“[Name] abstained”**.
5. **Conflict of Interest:** Where a conflict of interest arises for a Board member then that conflict of interest should be declared and recorded in the minutes. This could be a reason for the Board member abstaining when a vote is taken, and the BTS Secretary should record this as: **“[Name] excluded from voting to avoid a conflict of interest”**.
6. **Late arrivals to a meeting:** When the scheduled time for the commencement of a meeting has been reached and a quorum is present the Chair will declare the meeting open and commence proceedings. This may mean that not all members of the Board of Management are in attendance at the commencement, but arrive later. The time of their arrival should be recorded in the minutes.
7. **Members who leave during the progress of the meeting:** There are a variety of reasons why a member of the Board is required to leave a meeting during its progress. The time of their exit from the meeting should be recorded. In the case of a member of the Board who leaves the meeting due to a conflict of interest the time of departure and then the later time of their return should both be recorded in the minutes. In each case, the quorum of the meeting may be affected by the absence of those Board members. If the number present in the meeting falls below the minimum number for

a quorum then the meeting should be suspended until a quorum is restored, or deferred to another time when a quorum is guaranteed.

8. **Assigning tasks:** At any time during the progress of a meeting the Chair may assign specific tasks to individual members of the Board which are not linked to any formal decision that has been made by the meeting. The allocating of these extra tasks, and to whom, should be recorded in the minutes by the BTS Secretary.
9. **Actions taken not subject to a vote:** All other actions taken during a meeting that were not subject to a vote should be recorded by the BTS Secretary.

#### **WHAT SHOULD NOT BE INCLUDED IN THE MINUTES OF RECORD OF A MEETING OF THE BOARD?**

1. The minutes are not a transcript of every word that was said during a meeting, nor a record of individual Board member's contributions to discussions, and will not be recorded by the BTS Secretary. Too much detail can present a confusing picture of what a meeting accomplished and invites misinterpretation.
2. The personal contributions of Board members to the debate on matters put to the meeting for decision should not be recorded in the minutes.
3. Actions taken between the end of the meeting and the writing of the minutes, or events that occur that bear upon the minutes, should not be recorded in the minutes.