

## **CODE OF PRACTICE FOR VINCENTIA RATEPAYERS AND RESIDENTS ASSOCIATION INC.**

### **GENERAL MEETINGS**

- Meetings will be run along informal lines as outlined in Section 4.6 of the Guidelines for Conduct of CCBs
- Meetings will address the issue, not the person, and respect others' opinions

### **CORRESPONDENCE & RECORDS**

- Information to Members will be by email and the VRRRA web site
- Digital records will be backed up at least weekly and to a secure location off-site

### **GENERAL MEETING AGENDA & MINUTES**

- Members can suggest Agenda items before the Agenda is finalised for each meeting
- The Agenda for General Meetings and an index of relevant correspondence and previous Executive Committee Minutes will be e-mailed to members at least 2 weeks before a General Meeting
- Minutes will be a fair, accurate account of key discussions and all decisions
- President or Secretary will quote motions back to the meeting before voting
- Draft minutes will be posted on the website no later than 2 weeks after the meeting

### **EXECUTIVE COMMITTEE**

- Committee members will inform themselves of and abide by their responsibilities under the *Associations Incorporations Act 2009* (the Act), the VRRRA Constitution, the Guidelines for the Conduct of Community Consultative Bodies and the Code of Practice
- The Committee will be fully open with, and fully accountable to Members, and where practical include Members in decision-making on all matters
- The Committee members will ensure that the position taken by it on urgent items that require a response before the next General Meeting will be ratified at the next General Meeting
- The Committee will present Members' collective views to the Council and other bodies, including the views of Members adversely affected by Council's or others' plans
- The Committee will deal with matters raised by Members constructively and in a timely manner
- Committee members will disclose any interests in a matter being considered by the Committee and abide by the requirements of s31 of the Act
- The VRRRA will encourage diversity of Executive Committee membership
- The VRRRA will publicise Executive Committee members on the VRRRA website
- Minutes of Executive Committee meetings will be kept including list of attendees, decisions made and how attendees voted on particular issues
- Where CCB issues are contentious and/or complex, the Committee may decide to conduct an electronic survey to canvas the views of the wider community and record, for council information, the number of persons in favour and those against together with the reasons for the respective positions

## **ELECTIONS**

- As nominations are received by the Secretary for election of Committee Members, the nominations will be emailed to members for their information

## **SUB-COMMITTEES**

- Any future sub-committees of the CCB should undertake to operate in accordance with the relevant provisions of the Guidelines for the Conduct of Community Consultative Bodies and the VRRRA Code of Practice
- Sub-committees of the CCB will report on their activities regularly (not less than bi-monthly) to the CCB

## **POSTAL AND ELECTRONIC BALLOTS**

- The VRRRA will allow proponents and opponents of a motion subject to a postal or electronic ballot to present their case to the membership, preferably to accompany the ballot paper when circulated by the Returning Officer
- The Committee reserves the right to review and amend any documents circulated to members as part of the Ballot process to protect against VRRRA liabilities