

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

ELECTIONS

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

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