

The Irish Trade and Professional Association for Doulas CLG

**Rules and Guidelines for Committee Meetings**

Members of the Executive Committees should be aware of the following rules and expected procedure with regard to committee meetings.

 **Frequency of Meetings**

Meetings of the executive committee should be held at least once in every 2 calendar months. However, meetings should be held as often as may be necessary for properly conducting the business and operations of the association, and as such this may require more frequent meetings.

**Notice of Meeting**

At the end of each meeting, date for next meeting shall be scheduled. Committee members shall be reminded by email of next meetings with 10 days notice.

**Quorum**

For a committee meeting to be lawful, "a Quorum" must exist. A quorum occurs when there are more than 50% of committee members present at the meeting.

**Recording Attendance**

The Secretary shall keep an attendance register.

**Tabling of Correspondence**

It is an accepted practice that a list of correspondence, inwards and outwards, is made available to all committee members. If the amount of correspondence is small, each item may be discussed and explained if desired. However, the amount of correspondence may be large and therefore a list of correspondence will suffice, affording members of the committee to ask questions where they feel appropriate.

**Financial Report**

The financial report is a necessary item on the agenda of a committee meeting. It is a fiduciary responsibility of all committee members to agree the financial report.

# The Meeting Agenda

The agenda is a document that is circulated in advance to all prospective meeting participants and which serves the following purposes:

1. **Notice of meeting-**The agenda serves as a notice of meeting if it is sent out to meeting participants in advance.
2. **List of items/topics** - The agenda is a list of topics that will be discussed. The agenda enables participants to prepare in advance for the topics so that they can make a more valuable contribution.
3. **Prioritise meeting discussion** - Topics that are of greatest importance should be placed first on the agenda. In this way the agenda prioritises meeting discussion time.
4. **Brief*s meeting participants*** - If the agenda includes items which are unfamiliar to the meeting’s participants, the agenda item should be followed by some brief information as to what the item is about.
5. ***Limits*** **discussion** - The agenda helps the meeting chairperson to make best use of the time available. The agenda may have an amount of time stated for each item. Otherwise some topics may receive too much time and others too little.

Committee members shall forward to the Secretary any items to be added to the Agenda in advance of the meeting.

**Accepting the minutes**

The first item of business in any committee meeting is to confirm and officially accept the minutes of the previous meeting as a true record.

# Minutes of Meetings

Minutes provide a record of what was said and decisions that were made in a previous meeting.

It is important for committee members to read minutes thoroughly and then confirm whether the minutes are **a true record** of what was said.

Hence, in committee meetings, there is always an item on the agenda “**Confirmation of minutes of previous meeting**”. The role of the Minutes is to:

* Provide an authoritative and permanent record of proceedings
* Provide formal evidence of decisions made and of expenditure and actions authorised
* Provide a record of policy decisions made
* Provide a starting point for action to be taken in the future
* Inform members not present at the meeting
* Assist the conduct of subsequent meetings

If on reading the minutes, a member of the committee, disagrees with what was recorded in the minutes, then they should move to make an amendment. If the motion is agreed to by the majority of members present, the minutes may be altered.