

Committee Meetings – A guide to the format.

The Agenda.

Formulated and promulgated in advance of a meeting in order for members to be able to give the matter their considered judgment (Hence Discussion Documents).

Items raised in Agenda remain on the agenda until they have reached a satisfactory conclusion. This may be approval/refusal usually by a vote, become time extant, or become completed.

AOB.

Should not be reserved for surprises. If you have received a suggestion/proposal idea from a member then this should have been passed to the Secretary prior to the meeting.

Likewise, if you personally have a matter that needs discussion/decision then this should also be forwarded to the Secretary for inclusion on the Agenda.

Items raised in AOB requiring discussion/decision will not have been previously circulated to individual Committee Members and any item so raised will be placed on the Agenda for the next meeting. It is evident therefore that should this happen an inherent delay of one month will occur before the matter is considered.

AOB will only contain statements of fact or a question concerning previous decisions or policy. Indeed, individual reports made by respective Committee members are part of AOB and should not contain item's requiring discussion/decision.

Rob White – Club Secretary

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