

Management of Council Meetings

RVSC Operates through the Club's Constitution and associated Rules, Byelaws, and procedures. The Constitution describes the responsibilities provided to various members and various situations arising.

Constitution Clauses 20, 21 and 22 describe the Club Officers and Clauses 24 to 30 establish the Club Council. The duties of specific Council Members are included in Clauses 31 to 40.

There is no specific guidance on how the Council should operate within the Constitution and this is decided by Council in accordance with Clause 62.

COUNCIL MEETINGS

The operation of Council meetings is based on the formal approach for managing meetings of Committees.

FREQUENCY OF MEETINGS

Meetings are held monthly on the third Tuesday of each month either at the Clubhouse or virtually via Zoom as decided by a majority Council vote. Meeting to commence at 7.30pm.

Meetings may be cancelled at the discretion of the Council Officers.

NOTICE OF MEETINGS

The Secretary sends a Notice of Meeting 7 days in advance of the meeting requesting items for inclusion on the agenda. Council members should respond within 3 days.

A schedule of Council meetings is included in the Members Area of the Club Website.

MEETING AGENDA

A proforma meeting Agenda shall be used to draw up the agenda of items for discussion. The Proforma is included in Appendix A.

MEETING

The meetings shall be Chaired by the Commodore or in their absence Vice-Commodore or other elected from members present. Five members of Council shall form a quorum.

The meeting procedure shall be in accordance with the publishes Agenda. AOB shall be heard at the end of the meeting.

MINUTES

Minutes of Council Meeting shall be taken by the Hon Secretary, or a nominated Minutes Secretary following the meeting and forwarded to the Chair for initial comments prior to circulating to the full Council. Any comments received shall be considered and incorporated where relevant.

The minutes will be approved at the next Council Meeting and a copy posted in the club foyer prior to the next meeting,

Management of Council Meetings

OBSERVERS

Club members wishing to attend Council meetings shall submit a request to the Hon Secretary by the Friday prior to the meeting. Observers will not be able to participate in Council discussions, nor vote on the proposals.

Observers may present a proposal to the Hon Secretary with their attendance request which shall be heard and considered by Council either at the meeting or set for a later meeting.

The Chairman may exclude Observers from part of or whole meeting.

MEETING ETIQUETTE

All members and Observers attending Council meetings shall comply with meeting etiquette shown in Appendix B

Management of Council Meetings

Appendix A: Proforma Council Meeting Agenda

Rossendale Valley Sailing Club: Agenda for the meeting to be held at the clubhouse on the <date> at 1930.

This meeting will be a Council only meeting as there are sensitive issues due to be discussed.

The meeting will be recorded as, from experience, I feel that this is the best way to produce accurate minutes along with contemporaneous notes. I will delete the recording once the minutes of the relevant meeting have been passed.

Apologies from:

Present:

Minutes of the last meeting: (<date>) read and accepted as a true record.

Proposed:

Seconded:

Vote:

Matters Arising: *Anything from the minutes that has occurred to date and is not going to be covered in this meeting*

Commodore and Training Principal's Report:

Hon. Treasurer's Report & 100 Club draw:

Membership Secretary's Report:

Hon. Secretary's Report and Correspondence:

Council: *After a discussion with the Commodore the previous agenda items have been rationalised (some transferred to the previous reports, some already completed).*

Item 1:

Item 2

Item 3 (etc)

AOB: *Urgent items that cannot wait till the next meeting raised by addressing each Council member in turn and not included in the meeting.*

Closure of meeting: <time>

Date and time of next meeting:

Management of Council Meetings

Appendix B: Meeting Etiquette

A meeting is as successful as the positive contributions of its members. There are various ways you can contribute to a meeting, sometimes in a formal way (as chair, vice chair or scribe) and many informal ways through speaking, summarising, guiding a small discussion, or asking questions to clarify what you have heard. Here are seven practical steps to a meeting that will make a difference.

- Meetings are for the benefit of all and no one person has the right to dominate or be disruptive. People should be addressed courteously and should feel comfortable enough to make their contributions.
- Whilst the Chair is finally responsible for managing the meeting, it is everyone's responsibility to make the Chair's job as smooth as possible for the good of all. The Chair will aim to ensure that meeting times and agenda items are managed well so that everything can run to time. They also need to manage contributions, keep contributors from repeating themselves, and ensure a few individuals do not monopolise the time. This will ensure that equality and courtesy are maintained.
- Anyone who attends meetings, should be aware of other people's rights to be treated with courtesy. Nobody should feel bullied or insulted or be verbally attacked by another member. Should one member disagree with another, then there is a friendly and courteous way to disagree.
- Those wishing to speak should signal their intention to the chair and wait to be invited to speak. Before speaking, you should construct the points to be made and stick to them, speaking for as short a time as possible without repetition whilst using clear, acceptable non-defamatory language. If you fail to make all your points, it may not be possible to have another chance to speak if a lot of people are waiting, so it is advisable to make a quick note of bullet points to be made. The chair may need to take a firm line with people who speak without waiting for an invitation; but the Chair will also need to be aware of any difficulty, for example sight or hearing impairment, that may affect a person's perception.
- The Chair has a duty to outlaw disruptive practices, first by warning offenders and then, should behaviour persist, by asking the meeting if they are happy for the Chair to ask the offender to leave. This would always be a last resort.
- In group discussion, each participant should make space for all others who so wish, to have a chance to contribute. Someone giving feedback on behalf of a group, should first check with others that the summary is an accurate reflection of what was said.
- Be open to innovation and prepared to learn from other groups.