

EASTERN WASTE MANAGEMENT AUTHORITY CODE OF PRACTICE - PROCEDURES AT MEETINGS



Type	Code of Practice
Category	Governance
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Applicable Legislation	<ul style="list-style-type: none"> • <i>Local Government Act 1999</i> • <i>Local Government (Procedures at Meetings) Regulations 2013</i> • <i>Eastern Waste Management Authority Charter</i>
Related Documents	<ul style="list-style-type: none"> • <i>Behavioural Standards Policy</i>
Consultation Undertaken	<ul style="list-style-type: none"> •
Responsible Officer	Manager Business Services

SIGNED:

General Manager

Chairperson

Date: ____/____/____

Date: ____/____/____

Legislative Requirements

The *Eastern Waste Management Authority Charter* requires the Board of Management (Board) to determine its own procedures for meetings which must be fair and contribute to open and free decision making.

Clause 35.1.2 of the Charter requires the Board to set out the adopted meeting procedures in a code of practice which is to be made available for public inspection.

Sections 86(8) and 89(1) of the *Local Government Act 1999* states that where a procedure is not prescribed by regulation, the Board can determine its own procedures provided it is not inconsistent with the Act or Regulations.

This document is the Eastern Waste Management Authority's Code of Practice - Procedure at Meetings. This Code of Practice provides:

- the requirements of the *Eastern Waste Management Authority Charter*.
- the *Local Government Act (Procedures at Meetings) Regulations 2013* as relevant to the proceedings of Board meetings.
- variations to the prescribed meeting procedures which have been adopted by the Board (*inserted in blue text*) to enable them to be read in conjunction with the formal requirements of the Regulations.
- clarifications to the meeting regulations to assist members in their understanding of the meeting procedures (*inserted in blue text*);
- meeting procedures that apply to committees of the Board unless otherwise stated.
- guidelines on how Board and Committee meetings are to be conducted; and
- guidance to the community on how meetings of the Board are conducted.

1. Purpose

The Code of Practice – Procedures at Meeting sets out the meeting procedures to be followed by the Eastern Waste Management Authority (East Waste) Board at Board Meetings.

The Board is comprised of nine (9) Directors – one person appointed by each of the eight (8) Member Councils and an Independent Chairperson appointed jointly by the Member Councils.

Broad requirements relating to meetings of the Board of Management (Board) are set down in the Eastern Waste Management Authority Charter (Charter). The Charter provides that the Board may determine its own procedure for the conduct of its meetings provided that the procedures are not inconsistent with the *Local Government Act 1999* or the Charter.

Where the Board has not determined a procedure to address a particular circumstance, the provisions of Part 2 of the *Local Government (Procedures at Meetings) Regulations 2013* will apply.

These meeting procedures are supplementary to the Charter. In the event of any inconsistency between the Charter and these procedures, the provisions of the Charter prevail.

2. Scope

The Policy applies to all meetings of the Eastern Waste Management Authority Board.

3. Definitions

Act means the *Local Government Act 1999*.

Board means the Board of Directors of the Eastern Waste Management Authority.

Charter means the Eastern Waste Management Authority Charter as gazetted on 28 June 2022.

Clear Days - In calculating **clear days** in the relation to the giving of notice before a meeting: the day on which the notice is given and the day on which the meeting occurs will not be taken into account. Saturdays, Sundays and public holidays will be taken into account.

If notice is given after 5pm on a given day it will be taken to have been given on the next day.

East Waste means the Eastern Waste Management Authority.

A vote on whether **leave of the meeting** is granted may be conducted by a show of hands.

A **quorum** for a Board meeting is the minimum number of persons who need to be present to constitute a valid meeting. This is determined by dividing the total number of Directors by two and adding one (ignoring any resulting fraction).

Written notice includes a notice given in a manner or form determined by the Board, must be legible and includes paper or electronic form including email. Motions on Notice and Questions on Notice need to be submitted through to the General Manager using the email address provided to all Members.

3 Principles (Regulation 4)

In adopting these meeting procedures, East Waste has taken into account the guiding principles contained within *the Local Government (Procedures at Meetings) Regulations 2013*:

4 Policy

4.1. Notice and Times of Board Meetings (Regulation 7)

- 4.1.1 Ordinary meetings of the Board must be held at least quarterly and not scheduled before 5pm unless unanimously decided by the Board.
- 4.1.2 Notice of any meeting of the Board must be given to a Board Member in accordance with clause 35.5 of the Charter.
- 4.1.3 Late items may be added to the agenda only with the approval of the Chair or the General Manager.
- 4.1.4 Board Meetings will commence as soon after the time specified as a quorum is present.
- 4.1.5 If the number of apologies received by the General Manager indicates that a quorum will not be present at a meeting the General Manager, in consultation with the Chair, may adjourn the meeting to a specified day and time.
- 4.1.6 If at the expiration of 30 minutes from the time specified in the notice of meeting as the time of commencement a quorum is not present, the Presiding Member or, in the absence of a presiding member, the General Manager, will adjourn the meeting to a specified day and time.
- 4.1.7 If a meeting is adjourned for want of a quorum, the General Manager will record in the minute book the reason for the adjournment, the names of any Directors present and the date and time to which the meeting is adjourned.
- 4.1.8 Special meetings of the Board may be called by the Chair or any two (2) Directors in accordance with clause 35.6 of the Charter.
- 4.1.9 Virtual meetings of the Board may be held providing that a quorum is present and each of the Directors at the meeting must be able to, at all times, be able to hear and be heard by the other Directors present. Each Director must announce their presence at the commencement of the meeting. A Director must not leave a virtual meeting of the Board unless the Director has previously notified the Chair of the meeting.
- 4.1.10 Board Meetings shall conclude prior to 7.30pm unless a majority of Directors then present, vote for an extension of time. Such extension will not continue beyond 8.30 pm.

- 4.1.11. Public Notice of Board meetings will be given by posting the time and date on the East Waste website.

4.2 Minutes (Regulation 8)

- 4.2.1 The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.
- 4.2.2 No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.
- 4.2.3 On the confirmation of the minutes, the Chair will—
- (a) initial each page of the minutes, which pages are to be consecutively numbered; and
 - (b) place his or her signature and the date of confirmation at the foot of the last page of the minutes.
- 4.2.4 The minutes of the proceedings of a meeting must include:
- (a) the opening and closing times of the meeting;
 - (b) the names of the Directors present at the meeting; and the name of any Director who has tendered an apology;
 - (c) Members of the Administration in attendance and their respective titles;
 - (d) The names of persons who enter or leave the meeting and the time that they have entered or left the meeting;
 - (e) each motion or amendment, and the names of the mover and seconder; and
 - (f) any variation, alteration or withdrawal of a motion or amendment;
 - (g) whether a motion or amendment is carried or lost;
 - (f) any disclosure of interest made by a Director (which must, in the case of a material conflict of interest, include the details specified under section 75C(5) of the Act (name, nature of the interest as described by the member and if the member participated in the meeting under section 75C(3) and, in the case of a general conflict of interest, include the details specified under section 75B(3) of the Act (name, nature of interest as described by the Director, way the Director dealt with the interest, if the Director voted on the matter, the manner in which the member voted);
 - (h) details of the making of an order under subsection (2) of section 90 (Meetings to be held in the public except in special circumstances) of the Act (see subsection (7) of that section);
 - (i) a note of the making of an order under subsection (7) of section 91 (Minutes and Release of Documents) of the Act in accordance with the requirements of subsection (9) of that section; and (j) details of any adjournment of business;
 - (j) Questions on notice and the answer;
 - (k) details of any short-term suspension of proceedings; and
 - (l) any other matter required to be included in the minutes by or under the Act or any regulation.

- 4.2.5 Acceptance of minutes as true and correct, has the effect of making 'true and correct' which may in fact not be entirely accurate. Directors are expected to read the minutes carefully before acceptance is voted upon, to ensure that any errors are addressed prior to acceptance. It is recommended that significant corrections are made through a motion at the time of the acceptance of the minutes as a true and correct record.
- 4.2.6 Documents tabled at Board meetings will be included in the corresponding Minute book.
- 4.2.8 Minutes will be forwarded electronically to Directors and placed on Easte Waste's website within five (5) days of the meeting to which they relate.

4.3 Questions (Regulation 9)

- 4.3.1 A Director may ask a question on notice by giving the General Manager written notice of the question at least 7 clear days before the date of the meeting at which the question is to be asked.

Clarification:

- Questions on notice need to be received by the General Manager by 5.00pm, 7 clear days before the date of the meeting, for Board meetings, the relevant day is usually the Wednesday prior to the meeting.
- If the question on notice is received is after this time, the question will be treated as a question for a subsequent meeting of the Board.

- 4.3.2 If notice of a question is given under clause 4.3.1:
- (a) The General Manager must ensure that the question is placed on the agenda for the meeting at which the question is to be asked; and
 - (b) the question and the reply must be entered in the minutes of the relevant meeting.
- 4.3.3 A Director may ask a question without notice at a meeting.
- 4.3.4 A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the Directors present at the meeting resolve that an entry should be made.
- 4.3.5 No debate is permitted on questions on notice and the answers provided.
- 4.3.6 Directors asking a question may ask a supplementary question following their initial question.
- 4.3.7 Questions asked during the course of discussion or debate in a meeting that requires an answer will be directed to the Chair and will not be asked directly to a Director or Officer.

Clarification:

- Directors are encouraged to, where possible, seek answers to particular matters/issues from other Directors or staff prior to the meeting, or alternatively use the Question on Notice process.

4.4 Motions (Regulation 12)

4.4.1 A Director may bring forward any business in the form of a written notice of motion.

4.4.2 The notice of motion must be given to the General Manager at least 7 clear days before the date of the meeting at which the motion is to be moved.

Clarification:

- Written notice of the motion on notice needs to be received by the General Manager by 5.00pm, 7 clear days before the date of the meeting, for Board meetings, the relevant day is usually the Wednesday prior to the meeting.
- Notice of Motion received after this time will be treated as a motion for a subsequent meeting of the Board.

4.4.3 A motion the effect of which, if carried, would be to revoke or amend a resolution passed since the last local government general election must be brought by written notice of motion (recission motion).

4.4.4 If a motion under clause 4.4.3 is lost, a motion to the same effect cannot be brought:

- (a) until after the expiration of 12 months; or
 - (b) until after the next general election,
- whichever is the sooner.

4.4.5 Subject to the Act and the regulations, a Director may also bring forward any business by way of a motion without notice.

4.4.6 The Chair may refuse to accept a motion without notice if, after taking into account the Guiding Principles, they consider that the motion should be dealt with by way of a written notice of motion.

4.4.7 The Chair may refuse to accept a motion if the subject matter is, in their opinion, beyond the power of the Board or Committee (as the case may be).

4.4.8 A motion will lapse if it is not seconded at the appropriate time. The Chair is to ask for a seconder before declaring that a motion has lapsed.

4.4.9 A Director moving or seconding a motion will speak to the motion at the time of moving or seconding the motion. Unless the seconder reserves their right to speak to the motion at a later stage of the debate, at the time of moving the motion, in which case the seconder will not be considered to have spoken to the motion.

4.4.10 A Director may only speak once to a motion except:

- (a) to provide an explanation in regard to a material part of his or her speech, but not to introduce any new matter; or

- (b) with leave of the meeting; or
 - (c) as the mover in reply.
- 4.4.11 A Director who has spoken or has reserved their right to speak to the motion at a later stage pursuant to regulation 12.9 (clause 4.4.9) to a motion may not at a later stage of the debate move or second an amendment to the motion.
- 4.4.12 A Director who has not spoken in the debate on a question may move a formal motion.
- 4.4.13 A formal motion must be in the form of a motion set out in regulation 12(14) (clause 4.4.13) and no other formal motion to a different effect will be recognised).
- 4.4.14 If the formal motion is:
- (a) that *the meeting proceed to the next business*, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the case of a motion, that the motion lapses and the meeting proceeds to the next item of business; or
 - (b) that *the question be put*, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the presiding member without further debate; or
 - (c) that the *question lie on the table*, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption); or
 - (d) that *the question be adjourned*, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate can be resumed at the later time (at the point of interruption); or
 - (e) that *the meeting be adjourned*, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business.
- 4.4.15 If seconded, a formal motion takes precedence and will be put by the Chair without discussion unless the motion is for an adjournment (in which case discussion may occur (but only occur) on the details for resumption).
- 4.4.16 A formal motion does not constitute an amendment to a substantive motion.
- 4.4.17 If a formal motion is lost:
- (a) the meeting will be resumed at the point at which it was interrupted; and
 - (b) if the formal motion was put during debate (and not at the end of debate) on a question, then a similar formal motion (i.e. a motion to the same effect) cannot be put until at least 1 Director has spoken on the question.
- 4.4.18 A formal motion for adjournment must include the reason for the adjournment and the details for resumption.

- 4.4.19 Any question that lies on the table as a result of a successful formal motion under regulation 12(14)(c) (clause 4.4.14c) lapses at the next general election.
- 4.4.20 The General Manager must report on each question that lapses under clause 4.4.19 to the Board at the first ordinary meeting of the Board after the local government general elections.

East Waste Variations & Additions:

4.4.21 Motions on Notice:

- (a) When placing a motion with notice in an Agenda, the General Manager may take the opportunity to provide written comments to assist Directors to make informed decisions.
- (b) Motions on notice have the same status as any other motion and can be amended during the debate.
- (c) A Motion on Notice can only be withdrawn from the Agenda if the Director does not move the motion at the Board Meeting.

4.4.22 Where a Director who has given (7 clear days) Notice of a Motion and is absent from the meeting at which the motion is to be considered, the motion will be adjourned to the next meeting or may be moved by any other Director who has the written permission of the giver of the Notice of Motion. Evidence of the written permission must be tabled at the meeting prior to the Motion being moved.

4.4.23 Motions without Notice:

- (a) A Director wishing to move a motion that is different from that recommended in a Board report is encouraged to make available a written copy of their motion to assist the Chair in the conduct of the meeting.
- (b) Where possible, Motions Without Notice should be discussed with the General Manager and shall be provided in writing to the Chair and the Minute Taker prior to the commencement of the meeting.

Clarification:

- If a motion is lost no decision has been made.
- Any Director who has spoken in the debate can second a formal motion. Only the mover of the formal motion is required not to have spoken in the debate.
- Where the Board determines that further information is required to assist with the decision-making process, rather than adjourning the item of business, a resolution should be passed requesting that the item be deferred to a future meeting and that a further report be presented with additional information, prior to debate on the item commencing. This allows for the item to be considered with any new information in the subsequent report, rather than at the next meeting as an adjourned item.

4.5 Amendments to Motions (two Amendments allowed) (Regulation 13)

- 4.5.1 A Director who has not spoken to a motion at an earlier stage of the debate may move or second an amendment to the motion.
- 4.5.2 An amendment will lapse if it is not seconded at the appropriate time. *The Chair is to ask for a seconder before declaring that an amendment has lapsed.*
- 4.5.3 A person who moves or seconds an amendment (and, if he or she chooses to do so, speaks to the amendment) will, in so doing, be taken to have spoken to the motion to which the amendment relates. *Unless at the time of seconding the amendment the seconder requests to reserve their right to speak to the amendment later in the debate, in which case the mover or seconder will be taken to have spoken to the amendment.*
- 4.5.4 If an amendment is lost, only 1 further amendment may be moved to the original motion.
- 4.5.5 If an amendment is carried, only 1 further amendment may be moved to the original motion.

4.6. Voting (Regulation 16)

- 4.6.1 Each item of business is to be considered separately.
- 4.6.2 Subject to the Act and the Charter a question arising for decision at a meeting of the Board will be decided by a majority of the votes cast by the Directors present at the meeting and entitled to vote on the question.
- 4.6.3 Each Director present at a meeting of the Board must, subject to a provision of this Act, or the Charter, to the contrary, vote on a question arising for decision at that meeting.
- 4.6.4 Each Director present at a meeting of the Board has one vote.
- 4.6.3 If the votes are equal the Chair does not have a casting vote.
- 4.6.4 A decision carried by the majority of votes cast by the Directors at a meeting of the Board is a decision of the Board except where legislation requires alternative arrangements.

- 4.6.4 Clause 19 of the Charter stipulates that neither the Authority nor any person on its behalf may give effect to a Special Decision (as listed at clause 19) unless the Member Councils vote in favour of a resolution for the Special Decision by Absolute Majority.

4.7 Circular Resolutions

- 4.7.1 Clause 35.11 of the Charter enables the Board to make decisions by way of a circular resolution. This requires written notice of a proposed resolution to be given to all Directors in accordance with the Charter and the procedures determined by the Board.

- 4.7.2. The Board has determined that the following procedure applies for circular resolutions:

- (a) Only the General Manager in consultation with the Chair, may determine to give notice of a proposed resolution for the purposes of obtaining a decision of the Board by a circular resolution.
- (b) Written notice of the proposed resolution will be provided to every Director in the manner determined by the General Manager.
- (c) The notice must be accompanied by a report outlining the reasons for the proposal and including any relevant supporting documents.
- (d) Upon receipt of a notice under paragraph 4.4.2(b), a Director who wishes to vote in favour of the resolution must, on or before the date specified in the notice ("the Prescribed Date"), either:
 - (i) sign and date the notice where provided and return the signed notice to the General Manager via email or as otherwise may be directed by the General Manager; or
 - (ii) give written notice to the General Manager via email that sets out the terms of the proposed resolution and confirms that the Board Member consents to it.

- 4.7.3 A decision by circular resolution is taken to have been made as and from the date (which must be on or before the Prescribed Date) that the General Manager has received a sufficient number of responses to a notice of proposed resolution to indicate that the majority of Directors have voted in favour of it. Where this occurs, the decision is as valid and effectual as if it has been passed at a meeting of the Board.

- 4.7.4 For the avoidance of doubt a proposed resolution lapses if, on the Prescribed Date, no responses are received by the General Manager in respect of a notice of proposed resolution or, less than a majority of Directors have voted in favour of it.

- 4.7.5 Where a notice of proposed resolution has been circulated to Directors, the General Manager must:

- (a) notify all Directors within 7 days of the Prescribed Date of the outcome of the decision (if any) including the number of votes returned and by whom; and
- (b) prepare a written record of the outcome of the proposal (Minute) that:

- (i). sets out the terms of the proposed resolution.
- (ii). indicates whether it was carried or lost and, where carried, the date this occurred.
- (iii) is dated and signed by the General Manager.

4.7.6 Where the Board makes a decision by way of circular resolution a copy of the Minute prepared under paragraph 4.4.5(d) must be tabled at the next meeting of the Board held after the Prescribed Date and the outcome of the proposal must be recorded in the minutes of that meeting.

4.8 Tabling of information (Regulation 18)

- 4.8.1 A Director may require the General Manager to table any documents of the Board relating to a motion that is before a meeting (and the General Manager must then table the documents within a reasonable time, or at a time determined by the Chair after taking into account the wishes of the meeting, and if the Director who has required the tabling indicates that he or she is unwilling to vote on the motion until the documents are tabled, then the matter must not be put to the vote until the documents are tabled).
- 4.8.2 The General Manager may, in tabling a document, indicate that in their opinion consideration should be given to dealing with the document on a confidential basis under section 90 or 91 of the Act.

4.9 Adjourned Business (Regulation 19)

- 4.9.1 If a formal motion for a substantive motion to be adjourned is carried:
- (a) the adjournment may either be to a later hour of the same day, to another day, or to another place; and
 - (b) the debate will, on resumption, continue from the point at which it was adjourned.
- 4.9.2 If debate is interrupted for want of a quorum and the meeting is then adjourned, the debate will, on resumption, continue from the point at which it was interrupted.
- 4.9.3 Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting.

4.10 Short-term Suspension of Proceedings (Regulation 20)

- 4.10.1 If the Chair considers that the conduct of a meeting would benefit from suspending the operation of all or some of the provisions of this Policy for a period of time in order to allow or facilitate informal discussions, the Chair may, with the approval of at least two-thirds of the members present at the meeting, suspend the operation of this Policy for a period determined by the Chair.
- 4.10.2 The Guiding Principles must be taken into account when considering whether to act under the above clause.
- 4.10.3 If a suspension occurs under regulation 20 (1) (clause 4.10.):
- (a) a note of the suspension, including the reasons for and period of suspension, must be entered in the minutes; and

- (b) the meeting may proceed provided that a quorum is maintained but, during the period of suspension:
 - (i) the provisions of the Act must continue to be observed; and
 - (ii) no act or discussion will have any status or significance under the provisions which have been suspended; and
 - (iii) no motion may be moved, seconded, amended or voted on, other than a motion that the period of suspension should be brought to an end; and
- (c) the period of suspension should be limited to achieving the purpose for which it was declared; and
- (d) the period of suspension will come to an end if:
 - (i) the Chair determines that the period should be brought to an end; or
 - (ii) at least two-thirds of the Directors present at the meeting resolve that the period should be brought to an end.

4.11 General Manager may Submit Report Recommending Revocation or Amendment of Board Decision (Regulation 21)

- 4.11.1 The General Manager may submit a report to the Board recommending the revocation or amendment of a resolution passed since the last general local government election.
- 4.11.2 The General Manager must ensure that the report is placed on the agenda for the meeting at which the report is to be considered.

4.12 Access to Meetings and Documents

- 4.12.1 All meetings of East Waste shall be conducted in accordance with the Charter and this Policy.
- 4.12.2 All meetings of the Board shall be open to the public unless closed by resolution of the Board in accordance with section 90(2) and (3) of the Act.
- 4.12.3. A person authorised in writing by a Member Council for the purposes of this clause may attend (but not participate in) a meeting of the board of management and may have access to papers provided to Directors for the purpose of the meeting.
- 4.12.4 Board and Committee meetings are open to the public. Public notice of meetings (including the date on which and place where it will be held) and a copy of the agenda for the meeting will be posted on the East Waste website at least 3 clear days prior to the meeting.
- 4.12.5. Where the nature of a matter requires the matter to remain confidential, the matter will be marked 'Confidential' in agendas, reports and other papers (Meeting Papers) dealing with the matter will be marked 'Confidential' by the General Manager prior to distribution to Directors.

- 4.12.6 The Board will consider the nature of any matter marked 'Confidential' in accordance with clause 4.12.4 and will determine whether or not to pass a resolution that the matter be treated confidentially.

4.13. Standing Committees

- 4.13.1. The following Standing Committees exist:

- ♣ Audit and Risk Management Committee
- ♣ General Manager Performance Review Committee.

- 4.13.2. The Audit and Risk Management Committee comprises an Independent Chairperson, two Board Directors and three Independent Members and meets five (5) times per annum (or as otherwise required). The Committee will determine their own dates and times for meetings.

- 4.13.3. The General Manager Performance Review Committee comprises the Chair and at least two other Board appointed Members and meets as required.

- 4.13.4. Business at East Waste Committee meetings will be transacted in accordance with the procedures prescribed in the Terms of Reference adopted for the Committee and this Policy. Where the Terms of Reference or this Policy are silent regarding the procedures at a meeting of the Committee the Committee may determine its own procedure.

4.14 Appointment of Deputy Chair

- 4.14.1 Clause 28 of the Charter stipulates that the Authority must, at all times, have a Deputy Chair who is a Director.
- 4.14.2 The Board appoints the Deputy Chair and may at any time remove from office the Deputy Chair and appoint a replacement Deputy Chair.
- 4.14.3 The term of appointment for the position of Deputy Chair is for a period of two (2) years after which time the Board will call for nominations for the position.
- 4.14.4 Directors may be reappointed to the position of Deputy Chair.
- 4.14.5 Should more than one Director be nominated for the position of Deputy Chair the nomination shall be settled by means of a secret ballot.

4.15 Appointment of Presiding Member in Absence of Chair and Deputy Chair

- 4.15.1. In circumstances where the Chair and Deputy Chair are both absent from a Board meeting (or part thereof), the Board will appoint one of its members to preside over the meeting during their absence.
- 4.15.2. The appointment of a presiding member under paragraph 4.15.1. will occur as follows:
- (a) The General Manager will take the chair and will initially preside over the meeting and call for nominations to appoint a presiding member.
 - (b) A Director may nominate themselves for appointment as the presiding member. If more than one nomination is made, the names of the Directors who have nominated will be placed in a container and the General Manager will randomly select a name from the container. The name of the Director selected

is the Director who will be appointed by resolution of the Board as the presiding member for the purposes of that meeting only.

- 4.15.3. If no nominations are received the names of all Directors present will be placed in a container and the General Manager will randomly select a name from the container. The name of the Directors selected is the Directors who will be appointed by resolution of the Board as the presiding member for the purposes of that meeting only.

5. Review of the Code of Practice Procedures at Meetings

It is the responsibility of the General Manager to monitor the adequacy of the Policy and recommend appropriate changes. The Policy will be formally reviewed every 36 months or as needed.