



AUSTRALIAN
PHYSIOTHERAPY
ASSOCIATION

MEETING REGULATIONS

2017

Financial plan of company development
Table No 16

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Meeting regulations

PART A - INTERPRETATION

Regulation 1—Power to make regulations

- 1.1 These meeting regulations are made pursuant to clause 43 of the Constitution.
- 1.2 Except for Meeting Regulation 2, if any meeting regulation is inconsistent with a clause of the Constitution, the Constitution will apply to the extent of the inconsistency.

Regulation 2—Definitions

- 2.1 The following words have these meanings in this document unless the contrary intention appears:

Association: the Australian Physiotherapy Association ACN 004 265 150.

Association's regulations: the regulations approved by the Board for the Branches and National Groups.

Branch Council: a Committee responsible to the Board for the strategic oversight of matters relating to a respective Branch.

Branch Regional Group: any members within a region that has been approved by the Board and established by a Branch Council as a regional group pursuant to the Branch Regulations.

Branch regulations: the Association's regulations for the Branches.

Branch Regional Group Committee: a Committee responsible to the respective Branch Council for the operational management of their BRG.

Committee: a group of members elected or appointed to govern the respective group of members under the Constitution or the Association's regulations and includes any:

- (a) Branch Council;
- (b) National Group National Committee;
- (c) State Chapter Committee;
- (d) Branch Regional Group Committee; or
- (e) other committee established by the Board.

Chairperson: any person elected or appointed as chair of any committee in accordance with the Office Bearer Regulations.

Deputy Chairperson: a person elected or appointed as deputy chair of the respective committee in accordance with the Office Bearer Regulations.

Committee member: a person elected or appointed to a position on any committee in accordance with these Office Bearer Regulations.

Constitution: the Association's constitution.

Delegated staff: staff engaged by the Chief Executive Officer pursuant to the Association's Regulations.

Meeting: a meeting of any committee pursuant to the meeting regulations.

Meeting agenda: the agenda for the respective committee meeting.

Meeting Regulations: these regulations including any schedules.

Meeting summary notes: a document prepared pursuant to Meeting Regulation 12.

NAC: the Association's National Advisory Council.

NAC Regulations: the Association's regulations for the NAC.

NAC Representative: a person appointed as a NAC Representative in accordance with the NAC Regulations.

National Group: any group of members in an area of physiotherapy practice established by the Board.

National Group National Committee: a committee responsible to the Board for the strategic oversight of matters relating to a respective National Group.

National Group Regulations: the Association's regulations for the National Groups.

Nominations and Elections Policy: the Association's policy specifying the process of nominations and elections.

Officer Bearer Regulations: the Association's regulations for its office bearers.

State Chapter: any Chapter of a National Group established by a National Group National Committee pursuant to the National Group Regulations.

State Chapter Committee: a committee responsible to the respective National Group National Committee for the strategic oversight of their respective State Chapter.

Voting member: a person entitled to vote at meetings of the respective committee pursuant to Meeting Regulation 8.

- 2.2 All words used in these Meeting Regulations will have the same meaning and interpretation as those corresponding words used in the Constitution unless indicated otherwise.

PART B – MEETINGS OF COMMITTEES

Regulation 3—All committees to follow Meeting Regulations

- 3.1 All committees of the Association must follow these Meeting Regulations.

Regulation 4—Calling of meetings

- 4.1 Each committee may meet up to a maximum of ten (10) times per annum as specified by the respective committee at their first meeting each year.

- 4.2 Each Chairperson or the delegated staff must give at least five (5) days written notice to each member of their respective committee of any meeting of their respective committee called under Meeting Regulation 4.1.
- 4.3 Any notice given under Meeting Regulation 4.2 must include:
- (a) the date and time of the meeting;
 - (b) if the meeting is face to face, the place of the meeting;
 - (c) if the meeting is to be held in two or more places, the form of technology that will be used to facilitate the meeting; and
 - (d) the business of the meeting.

Regulation 5—Method of meetings

- 5.1 Any meeting may be held using any form of technology that allows all members of the respective committee at the meeting to participate in discussion (including, without limitation, telephone, computer and telephone link and transcript communication).

Regulation 6—Cancellation of meetings

- 6.1 Any chairperson or the delegated staff may, by giving at least one (1) day's written notice to each member of their respective committee, cancel a meeting of their respective committee called under Meeting Regulation 4.1.

Regulation 7—Business of meetings

- 7.1 The scope of business at any meeting must reflect the responsibilities of the respective committee under the Association's regulations.
- 7.2 Subject to Regulation 7.1, any committee may agree to discuss business not contained in any notice given to the respective committee under Meeting Regulation 4.2.

Regulation 8—Voting at meeting

- 8.1 Ex-officio members of any committee are not entitled to vote at meetings of the respective committee.
- 8.2 Subject to Meeting Regulation 8.1, each member of the respective committee is entitled to one (1) vote.
- 8.3 Resolutions put to any committee are passed if more than 50 per cent of voting members of the respective committee vote in favour of the resolution at any meeting of the respective committee.
- 8.4 The Chairperson of a meeting has a second or casting vote if the vote on any resolution at the respective meeting is tied.

Regulation 9—Quorum at a meeting

- 9.1 The quorum at a meeting of any committee is more than 50 per cent of all voting members of the respective committee.

- 9.2 No resolution may be passed at any meeting unless a quorum under Meeting Regulation 9.1 is present.
- 9.3 Subject to Meeting Regulation 9.2, a meeting may proceed if a quorum under Meeting Regulation 9.1 is not present.
- 9.4 If any meeting proceeds under Meeting Regulation 9.3, the Chairperson of the respective meeting may, during the respective meeting, direct the delegated staff to, within seven (7) days of the conclusion of the respective meeting, circulate any motion to each voting member of the respective committee for their consideration.

Regulation 10—Chairing of meetings

- 10.1 The Chairperson of the respective committee is chairperson of every meeting of the respective committee.
- 10.2 If, at any meeting:
- (a) there is no Chairperson of the respective committee;
 - (b) the Chairperson of the respective committee is not present within 10 minutes after the time scheduled for commencing that meeting; or
 - (c) being present, the Chairperson of the respective committee is unwilling to chair that meeting,
- then the Deputy Chairperson of the respective committee is chairperson of that meeting.
- 10.3 If the Deputy Chairperson of the respective committee is unable or unwilling to chair a meeting pursuant to Meeting Regulation 10.2, the respective committee must choose one of its voting members to chair that meeting.

Regulation 11—Resolution outside meeting

- 11.1 A written resolution signed by more than 50 per cent of all voting members of the respective committee is valid and effective as if it had been passed at a meeting of the respective committee.

Regulation 12—Meeting summary notes

- 12.1 Delegated staff must prepare and distribute meeting summary notes to each member of the respective committee within fourteen (14) days of the conclusion of any meeting of the respective committee.
- 12.2 When preparing the meeting summary notes, delegated staff must:
- (a) list the items on the respective meeting agenda;
 - (b) summarise the outcomes of discussion at the respective meeting;
 - (c) not identify comments by individual members of the respective committee;
 - (d) list any decisions and resolutions passed at the respective meeting; and
 - (e) comply with any resolution of the respective committee to include or exclude any information.
- 12.3 If there are any amendments, members of the respective committee must send amendments to the meeting summary notes to the delegated staff within twenty eight (28) days of the conclusion of the respective meeting.

- 12.4 After receiving amendments in accordance with Meeting Regulation 12.3, the delegated staff must:
- (a) amend the respective meeting summary notes in accordance with any details received under Meeting Regulation 12.3; and
 - (b) circulate the respective amended meeting summary notes to:
 - (i) the members of the respective committee; and
 - (ii) any other person as directed by the respective committee.
- 12.5 The respective meeting summary notes are not intended to be widely distributed as an official communication tool of the Association.