



## Supplementary Newsletter 11 April 2016 Committee Meeting Rules and Terms of Reference

to

**Time for a Rebirths of our Ukrainian Community 5 April 2016**  
(Branches, State and National Hromadas – Constitutions Should be Review)  
& Meeting Procedures 7 April 2015

Feedback from our Newsletters have suggested that we examine putting and recommendation regarding "Committee Meeting Rules".

These Committee Rules should form part of the Appendices to the Constitution.

These rules were adopted from a document prepared by a Victor Rudewych, former President of the AUV.

### COMMITTEE MEETING RULES AND TERMS OF REFERENCE FOR A COMMITTEE

1. The function of a Committee is to assist the Board of an organisation to provide the specific information or develop a framework for a project, enabling the Board can be to make an informed decision.
2. The Committee, in performing its function, will undertake those tasks that, in its judgment, would effectively contribute to the implementation of a Project.
3. Individual members of the Committee do not have the right to make individual representations in relation to various aspects of the Project without the express resolution of the Committee.
4. Members of the Committee are appointed by the Board.
5. The Committee shall have a minimum of five (5) members and the number of members shall be always be an uneven number.
6. It is strongly recommended that the Board appoint member to the Committee that the "Best of Breed" persons who have professional expertise in the respective projects.
7. The Board has the power, at any time to:
  - (a) appoint and dismiss the Chairman of the Committee,
  - (b) change the membership composition of the Committee,
  - (c) fill vacancies in the Committee and
  - (d) increase or decrease the membership of the Committee

The Chairman does not have the authority to appoint, suspend or dismiss a Board appointed Committee Member, over-ride a Committees decision or act unilaterally.

8. Members of the Board are eligible for appointment to the membership of the Committee.
9. Quorum for a meeting of the Committee shall be not less than one half of the total number of members of the Committee.

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10. The Chairman of the Committee shall chair all meetings of the Committee. However, if the Chairman is not present within 15 minutes of an appointed time for a meeting, the members of the Committee may designate a Chairman for that meeting by a majority vote of members present.
11. Each member of the Committee, including the Chairman, present at the Committee meeting shall have one (1) vote. In case of a deadlock, the Chair of a meeting shall have a casting vote.
12. A meeting of the Committee may determine the time and date of its meetings. However the Chairman or any two (2) members of the Committee may convene a meeting of the Committee at any time by giving members of the Committee at least 7 days' notice by email or post.
13. The Committee shall elect a secretary who shall record Minutes of the Meeting, in which the following shall be recorded:
  - 1) The date and place of the meeting,
  - 2) Name of members present,
  - 3) Resolutions made at the meeting and
  - 4) Such other relevant matters as the Committee members see fit.
14. Meeting shall be conducted in accordance with "Meeting Procedures" as per Newsletter dated 7 April 2016, which should form part of the Appendices of the Constitution.
15. All decisions of the Committee shall be made at its meetings by a majority vote of members present. Proxy or postal voting shall not be accepted.
16. All resolutions of the Committee shall be communicated in writing by the Chairman to the Board within 7 days.
17. The Committee shall not incur any expenses on behalf of Board or the Organisation without the prior approval of the Board.
18. The Committee may assess the adequacy of these Terms of Reference at any time and may recommend any changes to the Board for approval.
19. Except as otherwise provided in these Terms of Reference and except as may be otherwise provided by Board, the Committee shall determine the procedural rules of its meetings and the conduct of its activities.

**These Terms of Reference were considered and approved by the Board at its meeting on the day of ...../...../20... . These Terms of Reference are binding on all members of the Committee as from the above date.**

[Next Issue of this Newsletter will detail how the AUV Building Committee conducted their meetings.](#)

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