Calling and holding meetings

Legal information for incorporated associations in the ACT

This fact sheet covers:
- calling and holding the annual general meeting
- calling and holding special general meetings
- rules for general meetings where there will be a special resolution
- calling and holding committee meetings

Incorporated associations (IAs) in the ACT hold different types of meetings to conduct their business. This includes general meetings (including the annual general meeting and special general meetings) and committee meetings.

This fact sheet summarises the key requirements for calling and holding each type of meeting.

There are rules and procedures for calling and holding each type of meeting. These rules and procedures are set out in the Associations Incorporation Act 1991 (ACT) (AI Act), the Associations Incorporation Regulation 1991 (ACT) (Regulations) and the IA's rules (sometimes called the 'constitution'). Some IAs draft their own rules; others use the model rules as set out in Schedule 1 of the Regulations (model rules).

The rules and procedures for calling and holding meetings for an IA will depend on the type of meeting, but typically include rules and procedures about:
- when the meeting must be held
- when and how members are to be notified of the meeting
- how the meeting should be run and who is in charge of the meeting
- what business is to be addressed at the meeting
- voting at the meeting, and
- taking and keeping meeting minutes (notes) of the meeting

Note
Your IA should make sure it complies with all applicable rules and procedures when holding a meeting. If a meeting is not called or held in accordance with the rules, any resolutions made in the meeting may not be valid.
General meetings

A general meeting of an IA is a ‘catch-all’ term for a meeting of the members that is held in accordance with the AI Act and the IA’s rules. General meetings may be:

- annual general meetings (AGM), or
- special general meetings (SGM)

Each type of general meeting, and the rules and procedures for calling and holding them are explained below.

Annual general meetings

The AI Act requires that an IA must hold its first ever AGM within 18 months of its date of incorporation. After that, the IA must hold an AGM once in each calendar year.

The AGM is an important meeting for IAs, because it is one where all members are invited to attend, and at which certain topics of business need to be addressed, including:

- the presentation to members of the audited statement of the association’s accounts, auditor’s report and committee members’ report (under section 73(1) of the AI Act), and
- if required, new committee members and office bearers are elected

Often, the AGM will also address other general business of the IA and address any issues relevant to members.

A summary table of the requirements for calling and holding AGMs is below.

Special general meetings

A SGM is a meeting of the members of an IA that is not an AGM or a ‘disciplinary appeal meeting’. Typically, an IA will hold a special general meeting to address specific business that has arisen and which should not wait until the next AGM.

A summary table of the requirements for calling and holding SGMs is below.

Tip

Some of the rules and procedures for calling and holding meetings are set out in the AI Act. However, your IA’s rules may set out further additional requirements. It’s important that your IA follows both the rules and procedures set out in the AI Act and its own rules.

Members of an IA are entitled to request a copy of the rules from their association. To do this, the member should contact the IA’s secretary.

Related Not-for-profit Law resource

You can read more about preparing an IA’s financial statement and the IA’s financial reporting obligations in our resources on annual reporting to government.

Caution

Where an AGM or SGM includes a special resolution (discussed below), additional requirements apply to the calling and holding of the meeting.
Committee meetings

Committee meetings are meetings of an IA’s governing body – the committee. Your IA may alternatively call these meetings ‘board meetings’. Committee meetings are less formal than general meetings, and tend to have less formal requirements around the giving of notice.

A summary table of the requirements for calling and holding committee meetings is below.

Common meeting terminology

We use terminology associated with the holding of meetings by IAs in the summary tables below. You should familiarise yourself with the terminology to help you make sure your IA’s meeting is held in accordance with the AI Act and its rules.

Resolutions

A resolution is a proposal put forward at a meeting proposing a decision be made or some action done. You may also hear people refer to ‘motions’, which is a term sometimes given to resolutions that have not yet been voted on. In the Regulations, the term resolution is used whether the resolution has been voted on or not, and whether it has failed or succeeded. The procedure for putting forward a resolution will typically require:

- notice of the resolution
- a member moving the resolution at the meeting
- another member seconding the resolution at the meeting, and
- the members at the meeting who are entitled to vote, voting on the resolution.

If a resolution is approved or ‘carried’ in the vote, it becomes a resolution of the association. A resolution is binding on the IA. Depending on whether a resolution is put forward to be an ordinary or a special resolution, the rules for voting on and passing the resolution will differ. The requirements for a special resolution are outlined below.

Special resolutions

The business of an IA is frequently put to the members or committee to vote on. Where this business is put to the vote, and the vote is in favour, the business becomes a ‘resolution.’

Special resolutions are important resolutions that are put to an IA’s members at a general meeting (ie. at an AGM or a SGM). Some types of resolutions must be put to members as a special resolution, including:

- the IA’s amalgamation with another IA
- changes to the IA’s name, and
- changes to the IA’s rules

The AI Act contains a number of requirements for calling a special resolution.

Under the AI Act, members entitled to vote on the proposed resolution must be given at least 21 days’ notice (or more if the IA’s rules require it), and the notice must:

- specify the time, date and place of the general meeting at which the resolution will be voted on
- state in full the proposed resolution, and
- state that it is intended to be a special resolution

A special resolution will only be passed if:

- not less than 75% of the members voting at the meeting (whether in person or by proxy, if permitted) vote in favour of the resolution, and
- any further requirements in the IA’s rules relating to the passing of a special resolution have been met

Your IA’s rules may place additional conditions on the passing of a special resolution.
Tip
Section 70 of the AI Act outlines the procedure for passing a special resolution. If you are unsure of the legal requirements, you may wish to review this section.

Quorum
The ‘quorum’ of the meeting is the minimum number of people that need to be present at a meeting for that meeting to proceed. If a decision is made at a meeting where there is no quorum, it will have no effect.

Your IA’s rules must specify the quorum for AGMs and other types of meetings. If your IA has adopted the model rules, model rule 25 specifies that the quorum for a general meeting is 5 members present in person who are entitled to vote, and for a committee meeting 3 committee members (model rule 18). Another option is to set the quorum as a percentage of members.

Proxy
A proxy is a person who is appointed by a member to vote on their behalf at a meeting (that is, be the member’s proxy). There is no right to appoint a proxy under the AI Act, however whether or not a proxy is appointed must be addressed in the IA’s rules. So, whether proxy voting is allowed by your IA will depend on the rules.

You should also check to see if there are any other requirements for appointing a proxy. For example, some IAs specify a deadline for when a proxy form must be received, or specify whether a proxy can be appointed generally to vote on behalf of a member, or can only be appointed for a particular meeting. Model rule 30 provides that each member is entitled to appoint another member as a proxy for a meeting by giving written notice to the secretary no later than 24 hours before the meeting.

Related Not-for-profit Law resources
You can find more information about topics related to the calling and holding of meetings for your IA in our fact sheets:
- Financial reporting obligations
- Changes to an organisation’s constitution or rules
- Members’ rights

Summary table – AGMs for ACT IAs

<table>
<thead>
<tr>
<th>Explanation</th>
<th>Relevant law (and model rules if they apply to your IA)</th>
<th>Example</th>
<th>Top tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>When must the AGM be held?</td>
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<tr>
<td>An AGM must be held:</td>
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<tr>
<td>• at least once in each calendar year, and</td>
<td><em>AI Act Section 69</em></td>
<td>An IA that has a financial year that ends on 30 June must hold its second and all subsequent AGMs before 30 November each year.</td>
<td>Check your IA’s rules because they may have further requirements for the conduct of the AGM, including date, time and place for the AGM. Remember, an IA needs to give advance notice of the time and place of an AGM to all its members.</td>
</tr>
<tr>
<td>• within 5 months of the end of each financial year</td>
<td>Model rule 21</td>
<td>An IA may hold its first ever AGM at any time within 18 months after its incorporation.</td>
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<td>An IA may hold its first ever AGM at any time within 18 months after its incorporation.</td>
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<tr>
<td>Subject to the requirements of the <em>AI Act</em>, the committee may decide</td>
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</tbody>
</table>
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the specific date, time and place to hold the AGM.

What happens if the AGM is not held on time?

You should apply in writing for extension of time with Access Canberra. The granting of an extension of time is at the discretion of Access Canberra.

Who must be notified of the AGM? How and when should notice be given?

Under the AI Act, an IA must give notice of the date, time and place of the AGM to each member who is entitled to vote at the AGM. The IA's rules must prescribe the manner in which the notice is to be given (eg. in writing, by email, in person).

Notice of meetings (containing ordinary resolutions only)
For AGMs not proposing a special resolution, the IA’s rules will determine how and when the notice is to be given. This can include the method of giving notice (eg. given to each member in person, posted or sent by email), and the length of time before the AGM that notice must be given.

Notice of meeting (containing special resolutions)
The AI Act sets out the requirements for a notice of an AGM at which a special resolution will be proposed. An IA must comply with these requirements in addition to the standard notice requirements for the AGM set out in the IA’s rules.

What is the usual procedure at an AGM?

The procedure for the conduct of the AGM will depend on the rules and customs of your IA. You should review your IA’s rules and follow the requirements for:
- the agenda for the AGM
- the quorum required
- how resolutions are passed
- the voting methods (eg. by a show of hands, or by a poll)
- whether proxy voting is allowed, and
- how meetings can be adjourned

IAs have financial reporting obligations. There’s a requirement

Model rule 22
Model rule 25 (quorum)

A typical AGM agenda might include:
- welcome
- apologies
- confirmation of minutes of the previous AGM and any general meeting held since
- business arising from the minutes
- correspondence
- chairperson’s report
- treasurer’s report

Commonly, notices for (and the agendas of) AGMs include a catch-all item such as ‘any other business’ or ‘general business.’ This allows members to discuss any additional matters which arise at the next meeting (such as setting a time and place for the next meeting) without needing to have provided advance notice.
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that the financial statement and audit report (if applicable), prepared in accordance with these reporting obligations, be presented to members at the AGM for adoption.

- presentation of the financial statement (audited if required)
- election or appointment of committee members and secretary
- general business
- guest speaker
- date of next general meeting, and
- close and refreshments

It can be a good idea to include a meeting agenda with the notice of meeting.

Voting at an AGM

If members at an AGM want to make a decision about a matter, motion or amendment, it is usual for each member to cast a vote – usually in favour (for) or against.

There are different ways in which votes can be taken at an AGM. The most common methods are voting by show of hands or by poll (that is, a vote in writing).

The procedure for voting will be set out in your IA’s rules.

Voting on special resolutions should be conducted as required or permitted by the IA’s rules.

Conducting a poll

It’s usually the role of the chairperson to determine whether a poll is required, to direct the conduct of the poll and to supervise the counting of the written votes.

The way in which individual members voted in the poll is not usually disclosed. In many IAs the rules allow a member to request a poll. Commonly, a poll may be requested by:

- a member who questions the result of a particular vote count (for example, if the AGM is large and there is a close vote on a show of hands), or
- a member who believes that any proxies held may alter the outcome of the vote (because a holder of several proxies has only one vote in a show of hands).

Model rule 29 (Voting)

Under the Model rules, the following rules apply to voting at an AGM:

- each member has only 1 vote
- votes must be given personally or by proxy, and
- if there is a tied vote, the chairperson may vote again to decide the vote (sometimes called the casting vote).

The AGM should not pass resolutions on important matters which have not been previously notified to members. If additional matters of business are raised at the meeting, it is best for the IA to convene a special general meeting (with sufficient notice to members) to consider the issues properly, and vote on any resolutions.

The usual procedure for voting at an AGM is that the chairperson will:

- clearly state the motion to be put to the meeting
- take a vote (usually by show of hands) from those present (including via technology) and entitled to vote (including those present by proxy)
- determine the result, and
- announce the result of the vote.

Some decisions passed by special resolution (for example, changing the IA’s name) are not official under the Act until they have been approved by the registrar-general. Depending on the type of decision, you may need to notify Access Canberra of the special resolution and seek approval for the change.

Members may wish or be required to ‘abstain’ from voting (e.g. if they have a material personal interest in the motion), or may oppose a motion and request that their opposition is noted.
### Taking minutes

Minutes are generally entered into a minute book and should be retained as members can request access. Other laws (such as defamation and privacy) may be applicable too.

The minutes of an AGM must record particular information about the financial records and their presentation to the AGM.

The accuracy of minutes should be confirmed at the next meeting by way of a resolution, and the chairperson of the AGM or the next meeting must verify the accuracy of the confirmed minutes, for example by signing them.

<table>
<thead>
<tr>
<th>Model rule 14 &amp; 35 (Secretary to retain control of all records, books and documents relating to the association)</th>
<th>Model rule 36 (Inspection by members)</th>
<th>The usual matters included in meeting minutes are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>An IA must lodge an annual return with Access Canberra within 6 months of the end of the most recently ended financial year which includes:</td>
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<td>• the date, place and opening time of the meeting</td>
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<td>• the name of the chairperson and the members present and anyone else attending</td>
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<td></td>
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<td>• the names of those who have sent apologies for not attending</td>
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<td></td>
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<td>• confirmation of the previous meeting’s minutes</td>
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<td></td>
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<td>• records of motions, resolutions and amendments</td>
</tr>
<tr>
<td></td>
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<td>• names of the people who move and second motions</td>
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<td></td>
<td></td>
<td>• summaries of the debates on motions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• the method of voting on motions, and details of any proxies or direct voting</td>
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<tr>
<td></td>
<td></td>
<td>• the results of voting</td>
</tr>
<tr>
<td></td>
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<td>• details of documents tabled</td>
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<tr>
<td></td>
<td></td>
<td>• details of next meeting</td>
</tr>
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<td></td>
<td></td>
<td>• closing time</td>
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<td></td>
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<td>• list of tasks arising</td>
</tr>
</tbody>
</table>

### What to do after your AGM

<table>
<thead>
<tr>
<th>What to do after your AGM</th>
<th>AI Act section 79</th>
<th>Read more in our fact sheets on financial reporting obligations</th>
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<tr>
<td>An IA must lodge an annual return with Access Canberra within 6 months of the end of the most recently ended financial year which includes:</td>
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<tr>
<td></td>
<td></td>
<td>• An audited statement of the IA’s accounts</td>
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<td></td>
<td>• A copy of the auditor’s report in relation to those accounts, and</td>
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<td>• a completed annual return form</td>
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<tr>
<td></td>
<td></td>
<td>This form must be signed by two current members of the committee and the public officer. This certifies that the IA has complied with the provisions of the Act.</td>
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<tr>
<td></td>
<td></td>
<td>IAs which are charities don’t need to submit a financial report to Access Canberra, but instead only report to the ACNC.</td>
</tr>
</tbody>
</table>
Some decisions passed (such as changes to the constitution) are not official under the Act until they have been approved by registrar-general. Depending on the resolutions passed, you may need to notify Access Canberra of the resolution.

### Summary table – SGMs for ACT IAs

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<thead>
<tr>
<th>Explanation</th>
<th>Relevant law (and model rules if they apply to your IA)</th>
<th>Example</th>
<th>Top tips</th>
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<tbody>
<tr>
<td><strong>When must the SGM be held?</strong></td>
<td></td>
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</tbody>
</table>
| SGMs are held when required by an IA to give members the opportunity to deal with specific business of an organisation, raised by members of the committee or in respect of a matter raised by the members (where the SGM is requested by members). An IA must not hold a SGM unless each member of the IA who is entitled to vote at the meeting is given notice of the date, time and place of the meeting in the manner set out in the IA’s rules. | Model rule 23 | Examples of when an SGM will be held include:  
• to remove a committee member from office  
• to make changes to the IA’s constitution  
• vote on an issue raised at the AGM under ‘other business’, or  
• to propose to remove an auditor  
If your IA has adopted the model rules, an SGM must be convened if a request is made in accordance with Model rule 23 by at least 5% of members. | An IA must give advance notice of the time and place of an SGM to all its members. If a special resolution will be put to members at the SGM, extra requirements will need to be met. |
| **What happens if a SGM is not held as scheduled?** | | | |
| You should adjourn (and reschedule) SGMs in accordance with your IA’s rules. | Model rule 27 | Usually the chairperson is required to adjourn the meeting if there is no quorum present after a specified time. There may also be other circumstances where adjourning the meeting is appropriate (such as if the venue is double booked, or other circumstances affect holding a functional meeting, or if not all business can be addressed within a reasonable time). | If a meeting is adjourned, you will need to consider whether a new notice is required. Check your IA’s rules for any specific provisions about this. If in doubt it’s best to send out a new notice. |
| **Who must be notified of a SGM? How and when should notice be given?** | | | |
| Refer to the 'Summary table – AGMs for ACT IAs' | Model rule 24 | | |
notified? How and when should notice be given?’ above

What is the usual procedure for running a SGM?

- Follow the procedures set out in your IA’s rules.
- Model rule 25 (quorum)
  - A typical agenda might include:
    - welcome
    - apologies
    - confirmation of minutes of previous SGM
    - clearly set out the issues to be determined
    - vote on resolutions
    - close meeting
  - If your IA has adopted the model rules, the only matters that can be discussed are those set out in the notice.

Commonly, notices and agendas from SGM’s include a catch-all item such as ‘any other ‘business’ or ‘general business’. This allows members to discuss any additional matters which arise at the meeting (such as setting a time and place for the next meeting) and could otherwise not be discussed.

It can be a good idea to include a meeting agenda with the notice of meeting.

Voting at a SGM

Refer to the ‘Summary table – AGMs for ACT IAs - Voting at an AGM’ above

Taking minutes

- Minutes are generally entered into a minute book and should be retained as members can request access. Other laws (such as defamation and privacy) may be applicable too.

- The accuracy of minutes should be confirmed at the next meeting by way of a resolution, and the chairperson of the SGM or the next meeting must verify the accuracy of the confirmed minutes, for example by signing them.

- Model rules 14 and 35 (Secretary to retain control of all records, books and documents relating to the IA).

- Model rule 36 (Inspection by members)
  - If your IA uses the model rules, meeting minutes must address the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.

- Write up the first draft of minutes as soon as possible after the SGM. Your memory will be fresh and the task can be done more quickly and efficiently than leaving it until just before the next meeting.

- The minutes are an official historical record of the IA, so it’s good practice to record the name and position of office bearers (chairperson, secretary, treasurer) as well as names of members and any other people present (such as observers) in the minutes.

- It’s useful for the secretary to circulate draft minutes with an ‘action list’ to the people or sub-committees who have been given specific tasks at the SGM.
### Summary table – committee meetings for ACT IAs

<table>
<thead>
<tr>
<th>Explanation</th>
<th>Relevant law (and model rules if they apply to your IA)</th>
<th>Example</th>
<th>Top tips</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>When must a committee meeting be held?</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee meetings must be held in accordance with the IA’s rules. The rules may specify that the committee must meet a certain number of times per year or that they can hold additional (special) meetings as required.</td>
<td>Model rule 18</td>
<td>If your IA has adopted the model rules, your committee will need to meet three times per year, and may also hold special committee meetings and urgent committee meetings where required.</td>
<td>Subject to your rules, committee meetings may be held through technology, and committee members may participate in committee meetings by using technology. Technology such as videoconferencing and conference calls can make it cheaper and easier for committees to meet.</td>
</tr>
<tr>
<td><strong>What happens if a committee meeting is not held as scheduled?</strong></td>
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</tr>
<tr>
<td>Follow the procedure set out in your IA’s rules.</td>
<td>Model rules 18(6) and 18(7)</td>
<td>If your IA has adopted the model rules, if the quorum for a committee meeting (three committee members) is not met within half an hour, the meeting is adjourned to the same time at the same place the following week (model rule 18(6)). If quorum is not meet at that adjourned meeting, the meeting is dissolved (model rule 18(7)). There may be other circumstances where it is appropriate to adjourn the meeting.</td>
<td>If a meeting is adjourned, you will need to consider whether a new notice is required. Check your IA’s rules for any specific provisions about this. If in doubt, it’s better to send out a new notice.</td>
</tr>
<tr>
<td><strong>How to notify committee members</strong></td>
<td></td>
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</tr>
<tr>
<td>Provide notice in accordance with the IA’s rules. The notice should provide an outline of the general business to be discussed at the meeting. A committee meeting notice doesn’t usually need to specify all the business to be dealt with, and any business raised by committee members can generally be considered at the committee meeting. However, important business not specified in the committee meeting notice may not be considered at the committee meeting until all committee members are present.</td>
<td>Model rule 18(3) and 18(4)</td>
<td>If your IA has adopted Model rule 18(3), notice of a committee meeting must be given verbally or in writing to each committee member at least 48 hours before the meeting date (or any other period that may be unanimously agreed on by the members of the committee).</td>
<td>Even if your IA’s rules provide for a shorter notice period, it’s good practice to give at least a week’s notice of a committee meeting so that committee members have time to prepare properly for the meeting. It can also be a good idea to schedule the dates for all required committee meetings at the first meeting of the year. This helps the committee members to plan ahead to be available.</td>
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</tbody>
</table>
and they all agree to consider that item of business. Check your IA’s rules and policies for any special requirements.

### The usual procedure

<table>
<thead>
<tr>
<th>The Act</th>
<th>Schedule</th>
<th>Item</th>
<th>Model rule</th>
<th>A typical agenda might include:</th>
<th>The committee should be careful to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Act section 32 and Schedule 1 Item 5</td>
<td>Model rule 18 (Quorum)</td>
<td>Model rule 20 (Voting)</td>
<td>welcome</td>
<td>clearly record their decisions and actions (usually this is the secretary’s task)</td>
<td></td>
</tr>
<tr>
<td>Act section 32 and Schedule 1 Item 5</td>
<td>Model rule 18 (Quorum)</td>
<td>Model rule 20 (Voting)</td>
<td>apologies</td>
<td>note any actual or potential conflicts of interest and details of how the meeting dealt with voting on contracts or matters to which these relate</td>
<td></td>
</tr>
<tr>
<td>Act section 32 and Schedule 1 Item 5</td>
<td>Model rule 18 (Quorum)</td>
<td>Model rule 20 (Voting)</td>
<td>confirmation of minutes of the previous meeting</td>
<td>carefully consider the IA’s financial position, and</td>
<td></td>
</tr>
<tr>
<td>Act section 32 and Schedule 1 Item 5</td>
<td>Model rule 18 (Quorum)</td>
<td>Model rule 20 (Voting)</td>
<td>reports prepared by staff volunteers or sub-committees financial reports, and</td>
<td>approve or ratify any of the IA’s expenditure</td>
<td></td>
</tr>
<tr>
<td>Act section 32 and Schedule 1 Item 5</td>
<td>Model rule 18 (Quorum)</td>
<td>Model rule 20 (Voting)</td>
<td>important correspondence, proposals and resolutions</td>
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<td></td>
</tr>
</tbody>
</table>

### Taking minutes

<table>
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<tr>
<th>The Act</th>
<th>Schedule</th>
<th>Item</th>
<th>Model rule</th>
<th>If your IA has adopted the model rules, the meeting minutes must record:</th>
<th>It’s best to write up the first draft of minutes as soon as possible after the committee meeting. Your memory will be fresh and the task can be done more quickly and efficiently than leaving it until just before the next meeting. The minutes are an official historical record of the IA. It’s good practice to record the name and position of office bearers (chairperson, secretary, treasurer) as well as names of members and any other people present (such as observers) in the minutes. It’s useful for the secretary to circulate draft minutes with an action list to the people or sub-committees who have been given specific tasks at the committee meeting. Make sure the official meeting minute are secure, and easily identifiable.</th>
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</thead>
<tbody>
<tr>
<td>Act section 32 and Schedule 1 Item 10</td>
<td>Model rule 35</td>
<td></td>
<td>the names of the members attending the meeting</td>
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<tr>
<td>Act section 32 and Schedule 1 Item 10</td>
<td>Model rule 35</td>
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<td>the business considered at the meeting</td>
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</tr>
<tr>
<td>Act section 32 and Schedule 1 Item 10</td>
<td>Model rule 35</td>
<td></td>
<td>any resolution on which a vote is taken and the result of the vote, and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Act section 32 and Schedule 1 Item 10</td>
<td>Model rule 35</td>
<td></td>
<td>any material personal interest disclosed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Voting

<table>
<thead>
<tr>
<th>Check your IA’s rules and policies about voting methods carefully.</th>
<th>Model rule 20 (Voting)</th>
<th>If a vote is tied, most IA’s constitutions say that the chairperson has a second (or “casting”)</th>
<th>Some IAs permit the committee to pass resolutions in the absence of a meeting, provided it’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are different ways in which votes can be taken at a committee</td>
<td>Model rule 18 (Quorum)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Calling and holding meetings (ACT)

meeting. The most common methods are voting by **show of hands** or **by poll** (that is, a vote in writing).

vote to decide the matter. This is the position under rule 20 of the model rules which gives the person presiding at the meeting a second or casting vote. The person to preside at a meeting under model rule 18(8) is the president, or in his/her absence the vice-president, and if they are both absent, 1 of the remaining members chosen by the committee.

Commonly, a person with a casting vote will exercise this vote to maintain the existing situation (so that a controversial resolution will not be passed using this power).

agreed in writing by all committee members. Committee members may want or be required to 'abstain' from voting (eg. if they have a material personal interest in the motion), or may oppose a motion and request that their opposition is noted.
Resources

Not-for-profit Law resources

► Annual reporting to government
   This page outlines an IA’s financial reporting obligations, including requirements for the annual general meeting.

► Keeping records
   This page outlines the requirements for an IA’s record keeping, including obligations to keep meeting minutes.

► Rules or constitution
   This page explains an IA’s rules and how they can be changed.

Access Canberra

► Access Canberra
   Access Canberra is the regulator of IAs in the ACT. This page on Access Canberra’s website outlines the obligations of IAs.

Legislation

► Associations Incorporation Act 1991 (ACT)
► Associations Incorporations Regulation 1991 (ACT)