

AKA PROTOCOL FOR ONLINE MEETINGS

General guidance to be followed for all online meetings within the AKA
for any Committee, sub-Committee or meetings between committees.

*Version 1.1 August,
2017*

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AKA Protocol for Online Meetings

This document is to be used to provide some general guidance for all AKA online meetings.

Meetings include but are not limited to:

- (a) General Meetings
- (b) Annual General Meetings
- (c) Special Meetings
- (d) Any other Meetings conducted within the AKA including sub-Committee meetings and meetings between sub-Committee groups and/or Management Committee e.g. Management Committee & Course Accreditation Board etc.

All attendees are bound by the AKA Code of Conduct and are to show respect to all attendees at the meeting.

As the meeting is being held using technology, circumstances beyond the control of the organisers may happen and patience is requested from all in attendance.

Where situational protocol is not specifically covered in this policy then generally accepted rules of meeting procedures will apply.

Attendance & Quorum

Each member in attendance is to ensure that the name they use to log into the meeting is the same name that they have registered with the Australian Kinesiology Association Inc., if this option is available.

As per the Rules of the Australian Kinesiology Association Inc.

Rule 7.4 Quorum for General Meetings

- (a) Five Members present (being Members entitled under these Rules to vote at a General Meeting) in person or by proxy constitute a quorum for the transaction of the business of a General Meeting. In determining whether a quorum is present, natural persons attending as a proxy or a Representative are counted. However, if a Member has appointed more than 1 proxy or Representative, only 1 of them is counted. If a natural person is attending both as a Member and as a proxy or Representative, he or she is counted only once.

Roles

CHAIRPERSON

The chairperson will be the organiser of the meeting; the current President of the AKA Management Committee, or in that person's absence, the current Secretary of the AKA Management Committee; or in the absence of the current President and/or Secretary, a person delegated by the attendees of the meeting.

MINUTE TAKER

The minute taker will be the current Secretary of the AKA Management Committee or in that person's absence, a person in attendance at the meeting willing to take on the role. The minute

taker will be responsible for providing an accurate account of the business discussed at the meeting.

VOTE COUNTER

The vote counter will be a person nominated to count the votes at the meeting (if required). There may be more than one person, but no more than 3 people used in this role to ensure that the counting is accurate.

Proceedings of the Meeting

1. The controller of the meeting will have the ability to mute all persons in attendance and may choose to do so to ensure that those who are speaking can be heard accurately. This allows for any background noises to be muted as this can be distracting to the attendees at the meeting.
2. The controller of the meeting may wish to appoint an attendee to monitor the chat box, or may choose to monitor the chat box themselves.
3. An attendee will utilise the chat box to show that they wish to:
 - a. Speak;
 - b. Ask a question or
 - c. Vote
4. The controller/monitor will regularly check the chat box to see when an attendee wishes to speak and/or vote and:
 - a. Designate when attendees can speak, (in the order of names listed in the chat box);
 - b. Ensure that all attendees who have listed their name in the chat box have the opportunity to speak; or
 - c. Allow for the Vote Counter/s to count votes from eligible attendees, proxy votes and postal votes:
 - i. For (in favour of);
 - ii. Against and
 - iii. Abstaining
5. All attendees will show respect to all other attendees at the meeting, allowing for all people to speak until they have finished, before other people respond.
6. If necessary, a time limit may need to be enforced for those speaking, to ensure that all attendees have time to speak also. All attendees that do speak need to be mindful of the content of the meeting and only speak to the topic that is being discussed.
7. When each person speaks, they must only present new materials or ideas.
8. Due to the agenda and nature of the meeting, a second and subsequent meeting/s may need to be arranged due to time constraints. A second and/or subsequent meeting dates and times need to be agreed to by the majority. Those attendees who may not be able to attend future meetings should ensure that they have completed a Proxy Vote or Postal Vote for these future meetings.

Voting

Proxy votes need to be established and names of voters and their proxy holder is to be read out to the attendees, so that the attendees who may hold proxy votes can be assured that the AKA Secretary has been advised of such proxies. Any proxy votes that have not been notified to the

AKA Secretary (via the AKA Office) are not valid. This is in line with the Rules of the Australian Kinesiology Association Inc.

Rule 7.10 Proxy Votes

- (a) Each Member who is entitled to vote at a General Meeting may appoint another Member (which in the case of an Associate Member that is a Body Corporate includes its Representative) as proxy.
- (b) The appointment must be made by notice received by the Secretary (in the manner provided in Rule 11) not later than 24 hours before the time of the General Meeting (or any adjournment of it) in respect of which the proxy is appointed. It must be accompanied by a copy of any power of attorney or other authority, if any, under which it is signed.
- (c) The proxy must be a Member (or in the case of an Associate Member that is a Body Corporate, its Representative) that is otherwise entitled to vote at the General Meeting.

Names of the members submitting postal votes (that are completed on the Proxy Voting form) are to be read out at the beginning of the meeting and noted in the minutes as postal votes.

When it is time to count votes, the chairperson & controller needs to allow time for the vote counters to accurately count all votes.

Motions

1. A motion to be voted on needs to be read out to the meeting and also typed into the chat box for all members to read.
2. The chairperson asks for:
 - a. Someone to move the motion;
 - b. Someone to second the motion;
 - c. Anyone wishing to discuss the motion, allowing adequate time for members to speak either in favour of, or against the motion and
 - d. A vote from all eligible attendees:
 - i. For (in favour of);
 - ii. Against and
 - iii. Abstaining

Adequate time needs to be given for each type of vote and the vote counters need to advise the controller and chairperson when they have finished accurately counting the votes. All votes need to be counted from eligible attendees, proxy votes and postal votes:

1. For (in favour of);
2. Against and
3. Abstaining

Ensuring that all the votes add up to the number of eligible attendees plus the proxy votes held by any attendees and postal votes.