



## **PD 04**

### **MC composition and meeting procedures**

Full details of the election process is provided in the constitution and in Appendix 4

Other than the Board and secretariat the MC can comprise of:

- a) Partners from affiliated organisations (e.g. BOHS, BSIF, HSE, IBIS, IIRSM, IOSH, NEBOSH, etc.) who are invited to attend and participate in MC meetings but they have no voting right
- b) In addition to the Honorary Officers, the Board and invited members will work in a collaborative way for the effective operation of the organisation and furthering our objectives
- c) Additional members of the MC over and above the Board members shall be invited to serve or be co-opted for specific functions
- d) The proceedings of the MC shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member
- e) Additionally, up to three representatives from sponsor organisations may be invited to attend as Associate Members to assist the objectives of SGUK, but they have no voting rights

## **Meeting procedures**

- 1) An agenda will be prepared and circulated electronically by the secretariat to all Board and MC members at least four days prior to the meeting. Items to be included on that agenda must be notified to the secretariat and agreed by the chairman at least ten working days prior to the meeting
- 2) The Chairman shall act as Chair at meetings of the MC. If the Chairman is absent then the Vice Chairman shall conduct the meeting, if both Chairman and Vice Chairman are absent at any meeting, the members of the MC shall choose one of their number to be Chair of the meeting before any business is transacted
- 3) Minutes of the previous MC meeting must be approved at the start of the meeting and should be signed and dated by whoever is acting as chairman and the secretariat
- 4) Topics requiring a decision, e.g. justifying a project, shall be referred to the Board
- 5) Should a meeting be found to be inquorate then it can either be cancelled or any decisions that are required are postponed to the next MC meeting or sanctioned by telephone calls or Skype conversations on the day and confirmed by an e-mail within one week of the meeting but only if a non contentious decision requires ratifying
- 6) The Secretariat shall keep signed minutes, in books or files (physical or electronic) kept for the purpose of the proceedings at meetings of the MC
- 7) An archive of previous minutes to create a history of the organisation should be maintained in electronic or paper format by the Secretariat
- 8) The MC may from time to time may propose alterations to policy and procedures for the conduct of their proceedings and the custody of their documents. No policy or procedure may be proposed which is inconsistent with the constitution
- 9) The MC may appoint one or more sub-committees (SC) or working parties (WP) consisting of three or more members of the MC for the purpose of performing any function or duty which in the opinion of the MC would be more conveniently undertaken by a SC or WP provided that all acts and proceedings of any such SC/WP shall be fully and promptly reported to the MC and appropriate minutes kept. The SC/WP chair may appoint additional non members in an advisory capacity
- 10) SGUK is exposed to a number of risks, these shall be detailed and evaluated/updated on an annual (or earlier basis if necessary) see PD 05 |