

# NON-STATE SCHOOLS ELIGIBILITY FOR GOVERNMENT FUNDING COMMITTEE BUSINESS PROCEDURES

*Education (Accreditation of Non-State Schools) Act 2001*

Section 126(5)

## Table of provisions

Section		Page
1	Commencement .....	1
2	Application of procedures .....	1
3	Conduct of business .....	1
4	Times and places of meetings .....	1
5	Quorum .....	1
6	Deputy chairperson of committee .....	2
7	Presiding at meetings .....	2
8	Attendance by proxy .....	2
9	Conduct of meetings .....	2
10	Attendance of director and other officers at meetings .....	3
11	Minutes .....	3

## **NON-STATE SCHOOLS ELIGIBILITY FOR GOVERNMENT FUNDING COMMITTEE BUSINESS PROCEDURES**

[incorporating all amendments that commenced on or  
before <unamended at 5 September 2002>]

### **1 Commencement**

The *Non-State Schools Eligibility for Government Funding Committee Business Procedures* commence on 26 November 2001.

### **2 Application of procedures**

These procedures apply to the Non-State Schools Eligibility for Government Funding Committee.

### **3 Conduct of business**

Subject to the Act and to these procedures, the committee must conduct its business, including its meetings, in the way it considers appropriate.

### **4 Times and places of meetings**

(1) Committee meetings must be held at the times and places the chairperson decides.

(2) However, the chairperson must call a meeting if asked, in writing, to do so by the Minister or at least the number of committee members required to form a quorum for the committee.

(3) The committee must meet as often as necessary for it to perform its functions.

(4) Without limiting subsection (3), the committee must meet at least 4 times a year.

### **5 Quorum**

A quorum for the committee is the number equal to one-half of the number of committee members or, if one-half is not a whole number, the next highest whole number.

## **6 Deputy chairperson of committee**

(1) The committee must appoint a committee member as the deputy chairperson of the committee.

(2) The deputy chairperson holds office for the term decided by the committee.

(3) A vacancy occurs in the office of deputy chairperson if the person holding office resigns the office by signed notice of resignation given to the committee or ceases to be a committee member.

(4) However, a person resigning the office of deputy chairperson may continue to be a committee member.

(5) The deputy chairperson is to act as chairperson—

(a) during a vacancy in the office of chairperson; and

(b) during all periods when the chairperson is absent from duty or, for another reason, can not perform the functions of the office.

## **7 Presiding at meetings**

(1) The chairperson must preside at all committee meetings at which the chairperson is present.

(2) If the chairperson is absent from a committee meeting, but the deputy chairperson is present, the deputy chairperson must preside.

(3) If the chairperson and deputy chairperson are both absent from a committee meeting or the offices are vacant, a committee member chosen by the members present must preside.

## **8 Attendance by proxy**

(1) A committee member may attend a committee meeting by proxy.

(2) A committee member is not entitled to preside at a meeting merely because the member is the proxy holder for another member who, if present, would be entitled to preside.

## **9 Conduct of meetings**

(1) A question at a committee meeting is decided by a majority of the votes of the committee members present.

(2) Each committee member present at a committee meeting has a vote on each question to be decided and, if the votes are equal, the member presiding also has a casting vote.

(3) A committee member present at a committee meeting who abstains from voting is taken to have voted for the negative.

(4) The committee may hold meetings, or allow committee members to take part in its meetings, by using any technology allowing reasonably contemporaneous and continuous communication between members taking part in the meetings, including, for example, by using teleconferencing.

(5) A committee member who takes part in a committee meeting under subsection (4) is taken to be present at the meeting.

(6) A resolution is validly made by the committee, even if it is not passed at a committee meeting, if—

- (a) notice of the resolution is given under procedures approved by the committee; and
- (b) a majority of the committee members gives written agreement to the resolution.

## **10 Attendance of director and other officers at meetings**

(1) With the prior approval of the committee, the director, or another officer of the Office of Non-State Schooling, may attend committee meetings.

(2) The director or other officer may speak at a meeting but is not entitled to vote.

## **11 Minutes**

The committee must keep minutes of its meetings.

---