



Notice of Special General Meeting

Venue: Weetangera Primary School

Date: Sunday 19 May 2019

Time: 2-00 pm

The Coordination Committee has called a Special General Meeting to be held immediately before the 2019 Annual General Meeting for members to consider changes to [fotpin's Management Rules](#). As stated in Rule 28, changes to the Rules can only be considered at a Special General Meeting called for that purpose.

The changes (to Rules 9, 10 and 11) are being proposed by the Committee to provide more flexibility for filling office-bearer positions and to merge the Convenor and Coordinator positions.

A package of information is attached outlining the reasons for the changes, the changes to be made and the Rules that govern Rule changes.

Meeting Agenda

1. Welcome and Apologies
2. Presentation and discussion of the proposed changes to fotpin's Management Rules
3. Moving of motions to effect the proposed changes to the rules

Motion 1: *(to remove the requirement that office bearers can only serve for a maximum of two consecutive years)*

"That Rule 9(5) of fotpin's Management Rules be deleted."

Motion 2: *(to remove the Coordinator position and merge its functions with the Convenor position)*

"That fotpin's Management Rules be amended as follows:

- a. by the removal of "Coordinator" in Rule 9(1);
- b. by appending "(c) organise group activities at the Pinnacle Reserve, including equipment and training" to Rule 10(2) and amending the punctuation; and
- c. by deleting Rule 11 in its entirety."

Motion 3: *(to increase the number of Ordinary Committee Members from three to four so that the Committee size is unaffected by the changes in Motion 2)*

"That the words 'three Ordinary Committee members' be replaced with 'four Ordinary Committee members' in Rule 9(1) of fotpin's Management Rules."

4. Close of Meeting



Proposed Changes to Management Rules at a Special General Meeting May 19th 2019

Contents:

- A. Purpose of the proposed changes to the Rules (page 1)
- B. Coordination Committee's arguments in favour of the proposed Rule changes (page 1)
- C. Details of the proposed changes to the wording of the Rules (page 2)
- D. Rules relating to changing the Rules (page 3)

A. Purpose of the proposed changes to the Rules:

- To provide more flexibility for filling office-bearer positions
- To merge the Convenor and Coordinator positions

B. Rationale for the proposed Rule changes

1. Providing more flexibility for filling office-bearer positions

It is proposed to modify the "two year rule" [[fotpin Management Rules](#) paragraph 9(5)] that prevents any a member from holding the same office-bearer position for more than two years. While the intent of this rule is laudable (to maintain a rotation of fresh people through the roles) it has in fact just resulted in a rotation of the roles around the existing small group of people participating in the Committee and at times, such as 2018, resulted in positions being vacant. Allowing longer terms also enables office bearers to develop more proficiency in their position and decreases the time spent "learning the ropes" of each position. It also provides more continuity for our external stakeholders who become confused by the frequent rotations (relative to other groups). The current committee also feels that the issue of avoiding overly long retention of office-bearer positions is adequately addressed by the spilling of those positions at each AGM.

Proposal: Delete paragraph 9(5) of the Rules (see page 2)

2. Abolish the Coordinator position and combine it with the Convenor position

There has long been confusion between the two positions both within fotpin and with our external stakeholders (particularly as other ParkCare groups have a single position). Filling two positions with similar and overlapping roles has often been difficult and sometimes, such as in 2018, impossible. In order to allow the Coordinating Committee to remain the same size it is proposed to increase the number of ordinary Committee members allowed from 3 to 4.

Proposal:

- a) Remove "Coordinator" from paragraph 9(1) of the Rules
- b) Move the text in Rules paragraph 11(2) to paragraph 10(2) as sub-paragraph (c)
- c) Delete paragraph 11 of the Rules
- d) Change three to four (Ordinary Committee Members) in paragraph 9(1)

These proposed changes are shown on page 2.

C. Details of the proposed changed to the wording of the Rules

Proposed changed paragraphs (additions and deletions highlighted in yellow)

9. Constitution and Membership

- (1) The Committee consists of a Convenor, **Coordinator**, Treasurer and Secretary and no more than **three** **four** Ordinary Committee members elected pursuant to sub rule 9(3), plus any member co-opted under rule 9(4).
- (2) Members of the Committee are to be elected at each AGM, at first instance through nomination and majority vote of members. If no nominations are received for a particular position at the AGM, the elected members of the Committee may appoint FOTPIN members to the vacant office bearer positions.
- (3) Subject to these rules, all members of the Committee hold office until the conclusion of the AGM following their election but are eligible for re-election.
- (4) The Committee may co-opt additional members for particular purposes and periods.
- ~~(5) No member of the Committee may hold the same office for more than two years consecutively.~~

10. Convenor

- (1) The Committee may appoint a Convenor if the members at an AGM have not made such an appointment.
- (2) Without limiting the functions of the Convenor the role of the Convenor includes to:
 - (a) call and preside over general and annual meetings; **and**
 - (b) unless otherwise determined by the Committee, represent the group in communications with other parties; and
 - (c) organise group activities at the Pinnacle Reserve, including equipment and training.**

~~11. Coordinator~~

- ~~(1) The Committee may appoint a Coordinator if the members at an AGM have not made such an appointment.~~
- ~~(2) The Coordinator will be responsible for organising group activities at the Pinnacle Reserve, including equipment and training.~~

D. Rules relating to changing the Rules

The complete fotpin Management Rules may be found at:

www.fotpin.org.au/docs/fotpin_Management-Rules_24-July-2011.pdf

28. Alteration of Objectives and Rules

Neither the objectives of the group nor these rules may be altered except in accordance with these rules and **by calling a Special General Meeting** for such purpose

20. General Meetings and Special General Meetings

- (1) The Committee may convene a General Meeting whenever and however it thinks fit.
- (2) A minimum number of 6 members may request a General Meeting be held.
- (3) Any request for a General Meeting must:
 - (a) state the purpose(s) of the meeting;
 - (b) identify the members making the request; and
 - (c) be lodged with the Secretary.
- (4) The quorum required at a General Meeting called under this rule is 6 members.
- (5) If the Committee fails to convene a General Meeting within 4 weeks of the date on which a request for such a meeting is lodged with the Secretary, any one or more members making the request may convene a Special General Meeting to be held not more than 8 weeks after the date of the request.
- (6) A Special General Meeting will comply as nearly as practicable with the arrangements for General Meetings but requires a quorum of 10 members.**

20. Notice of General Meetings

- (1) At least 14 days before the holding of a General Meeting the Secretary must arrange delivery of a notice specifying its place, date and the nature of business to be transacted.
- (2) Where the nature of the business proposed to be dealt with at a General Meeting requires a special resolution [see rules 28 and 31], the Secretary must, at least 21 days before the date fixed for the General Meeting, have a notice delivered to each member specifying the intention to propose the special resolution in addition to the matter required under sub rule 21(1).**
- (3) A member desiring to bring any business before a General Meeting may give notice of it in writing to the Secretary who will include it in the notice convening the meeting.
- (4) Only the business / motions specified in the notice convening the meeting under sub rule 21(3) are to be considered at the General Meeting.