



Quick Guide: Division Meetings

Governance Reforms, 2025

Types of Division Meetings

- ✓ **Division General Meetings:** Each Division must hold an Annual General Meeting (and may in certain circumstances hold other General Meetings).
- ✓ **Division Council meetings:** Must meet at least four times per year, at times and in places determined by that Division Council.
- ✓ **Division Committee meetings:** A Committee established by a Division Council must meet in accordance with its terms of reference, as set by its Division Council.

Agenda and supporting meeting papers

To the extent practical, the agenda and any supporting papers relating to any items of business proposed (including full copies of the draft minutes or records of resolutions passed) should:

- ✓ **Division General Meetings:** be forwarded to each Division Member at least 21 days before.
- ✓ **Division Council and Division Committee meetings:** be forwarded to each Division Councillor or Division Committee Member at least seven days before the meeting.

Quorum for meetings

- ✓ **Division General Meetings:** 20 Division Members.
- ✓ **Division Council and Division Committee meetings:** The majority of Division Councillors or Division Committee Members, as appropriate (other than any Division Councillor on an approved leave of absence).

Moving and seconding motions

- ✓ There is no longer a need to have a mover and seconder for each motion put before a meeting.

Record keeping requirements for meetings

- ✓ **Division General Meetings:** Minutes should be kept for all Division General Meetings.
- ✓ **Division Council and Division Committee meetings:** Only the records of resolutions passed, and the persons present at meetings, need to be retained.

***Note:** Records should be made as soon as possible after the relevant meeting is held or resolution passed, with the records affirmed at the next meeting and signed by the chair of that meeting.*

People to be invited

The following people should be invited to attend and observe:

- ✓ **Division General Meetings:** The President, Board Members, the CEO, the Society Secretary, the Director – State/Territory, all Volunteers who reside within a Division, and all employees who work within a Division.
- ✓ **Division Council meetings:** The Director – State/Territory.
- ✓ **Division Committee meetings:** The Division Council Chair and the Director – State/Territory.

Decision without a meeting

Division Councillors and Division Committee Members can collectively make unanimous decisions by signed circular resolution.