



**LIBERTY
GROVE**
*the lifestyle of
the new millennium*

Policy for Motions, Meetings and Minutes for Liberty Grove Executive Committee Meetings

Motions and Correspondence

All motions from Committee members for all Executive Committee meetings are to be submitted to the Secretary no later than Wednesday of the week prior to the Executive Committee meeting who will forward them to the Community Manager on the Thursday.

All motions are to be supplied as word documents so that there cannot be any error in translation when inserting into the agenda.

Any motions received after the Wednesday will not be included in the agenda.

Any motions that are considered as requiring revision or not appropriate by the Secretary or the Chairman will be discussed between the Secretary and the Originator before submission. This may result in some motions not being included in the agenda for the next Executive Committee meeting, but held off until the following meeting.

Motions received other than from Committee members must identify the Originator.

All motions for all meetings are to be vetted by the Community Manager for accuracy of format and wording to ensure that no motion can be ruled out of order, invalid or inconsistent with the Act.

Any correspondence received by the Community Manager prior to the Meeting Brief being finalised are to be included in the agenda.

The agenda for Executive Committee meetings are to be drafted by The Community Manager who will then forward the draft to the Secretary and Chairman for vetting, amendment and final approval.

A printed copy of the finalised Agenda for Executive Committee meetings, along with all attachments, is to be provided at the meeting to the committee members.

Policy for Motions, Meetings and Minutes

Reports

All Reports are to be supplied to the Community Manager no later than Wednesday the week before the Executive Committee meeting in time for their inclusion in the Meeting Brief. These include:

- Treasurer's report
- Estate Manager's report
- Security report
- Gardening report

The Financial Statements are to be emailed to all Committee members in the week prior to the Executive Committee meeting and included in the Meeting Brief:

- Balance Sheet
- Income & Expenditure for the Financial Year to Date
- Detailed Expenses for the Financial Year to Date
- Aged Arrears List

Meetings

Normally Executive Committee meetings will be held at 7:00pm on the 2nd Tuesday of each month.

All meetings are to be recorded to ensure nothing is misunderstood or misrepresented. These recordings are to be retained until after the next Annual General Meeting. **Community Manager is to bring a Dictaphone to meetings.**

Any motions or correspondence received prior to or at an Executive Committee meeting may be discussed and included under General Business in the minutes without any resolution, and included in the agenda for the following Executive Committee meeting.

Minutes

Meeting minutes are to contain full details of all discussions relevant to motions on the agenda.

The minutes from Executive Committee meetings are to be drafted by The Community Manager who will then forward the draft to the Secretary and Chairman for vetting, amendment and final approval.

The finalised minutes are to be circulated to all parties within 7 days of the meeting.