

Governance Working Group Meeting 20 Jan 2015 Draft Report

Present: Bill, Roy, Hubert, Cass, Marie, Ray, Sharon, Iza
Apologies: Boyd

1. The Process for Changing SIRA policies and procedures was discussed at length. A new version of the document is still in discussion and may not be ready for tabling at the Committee Meeting.
2. On the issue of Confidentiality, Roy will do a 10-minute presentation on the matter at the Committee meeting. **It was agreed that if something is known to be confidential it should be marked as such**
3. For Committee Meeting Process our discussions and thus recommendations to the Committee are:
 - a) Consensus is our **default preference**, though votes will be called where necessary
 - b) We only go into formal meeting rules rarely when we need to be clear and efficient about making a difficult decision
 - c) Both of these are consistent with our existing Meeting Procedures (**see extract below**)
 - d) The chair can determine if another Committee member facilitates all or a part of a meeting
 - e) **We now have a role called “Hand Monitor” whose job it is to note who wishes to speak and in what order**
 - f) Committee members must discipline themselves to avoid interrupting and over-talking at meetings
4. In regard to Visitors at Committee Meetings
 - a) The Chair will ask visitors to meetings if they are coming because of a specific issue to ensure that time is made for it.
 - b) The Chair will use discretion to determine if and when visitors can join the conversation and or make a statement (3-minute limit – with possibly of extension)
5. In addition to the above we had a conversation about remuneration. This matter is still in discussion when we have a latter opportunity to have a meeting with the Treasurer

Extract from SIRA Committee Meeting Process

Informal Meeting Procedures:

1. When speaking be brief, stick to the point, and address yourself to the whole group
2. Be mindful of time available for each agenda item so as to cover them all
3. Listen attentively, do not interrupt and support participation of all members
4. Attempt to reach decision by general consensus agreement, if not, vote to be taken
5. If necessary to maintain meeting order and efficiency we will adopt formal meeting rules (refer next page)