



PETER MORTON ACADEMY OF JUDO JUJITSU KARATE

Meeting Format Guideline

1. Determination of a quorum.
2. Meeting declared by the Chair to be either open or adjourned.
3. Election of a Chair, when needed.
4. Record attendees and apologies.
5. Minutes of previous meeting:
 - 5.1 nominated as true and correct
 - 5.2 seconded as true and correct.
6. The agenda:
 - 6.1 review of
 - 6.2 changes and/or additions made to.
7. Discussion on unresolved matters and action items from previous meetings.
8. Report by members responsible for action items.
9. Discussion on specific matters and action items that relate directly to duties of office.
10. Items that are unresolved or incomplete are either:
 - 10.1 added to an agenda for the next scheduled meeting
 - 10.2 terminated as complete.
11. A report, when due, presented by the:
 - 11.1 Principal, Annual General Meeting
 - 11.2 Academy Secretary, Annual General Meeting
 - 11.3 Academy Treasurer, Annual General Meeting
 - 11.4 Academy Chief Instructor, Annual General Meeting
 - 11.5 Chief Instructors, Annual General Meeting
 - 11.6 other office bearers, all meetings
 - 11.7 action item members, all meetings.
12. New matters and action items.
13. Delegation of action items.

14. Election of office bearers, when due:
 - 14.1 at a Central Level:
 - 14.1.1 Academy Treasurer, Annual General Meeting
 - 14.1.2 Academy Secretary, Annual General Meeting
 - 14.1.3 Women's Representative, Annual General Meeting
 - 14.1.4 Management committee ordinary member, Annual General Meeting
 - 14.1.5 Honorary auditor, Annual General Meeting
 - 14.1.6 Chair, all meetings
 - 14.1.7 Minutes Recorder, all meetings
 - 14.2 at a Regional Level:
 - 14.2.1 Chair, all meetings
 - 14.2.2 Minutes Recorder, all meetings
 - 14.3 at a Local Level:
 - 14.3.1 Secretary
 - 14.3.2 Treasurer
 - 14.3.3 Chair
 - 14.3.4 Minutes Recorder, all meetings.
15. Meeting declared by the Chair to be either:
 - 15.1 Adjourned to another time
 - 15.2 Closed.