

Flying Minute Policy

Date Approved: 29 August 2016

Date Last Amended: 21 December 2016

1. Introduction

The aim of this policy is to allow NUSA committees (Council, Executive, Finance, Staffing) the ability to pass motions 'on the fly' via email, where a meeting is impractical or unable to be held, in the case of urgent business requiring that committee's attention.

2. Flying Minute

- a. A flying minute is where a motion is proposed via email to all members of a committee for consideration. Members may vote on the flying minute and it can be passed or lost in the same way a normal motion can.
- b. A flying minute may only be proposed if it is more than one week (7 days) before a planned meeting of that committee.
- c. Any member of a committee may propose a flying minute if they deem it to be of sufficient importance to be considered out of a formal meeting.
- d. A flying minute must also have a seconder for it to be valid. The proposer is to advise who the seconder of the motion is in the original email to the committee members.
- e. A flying minute must be sent to the Public Officer at secretariat@nusa.org.au who must then distribute it to all members of the relevant committee within one (1) business day. If any member is not in receipt of the flying minute, it is deemed to be lost by default due to insufficient information being sent to all members.
- f. Once a flying minute is distributed by the Public Officer, the committee has 48 hours from the sent date to respond to the motion or motion(s) being proposed. Responses to a flying minute are to be sent via email to the Public Officer at secretariat@nusa.org.au.
- g. A flying minute may only be deemed to be voted on if at least half of the voting members of that committee respond to it. If less than half of the committee responds within 48 hours, the motion or motion(s) are deemed to be lost by default.
- h. Motions passed by a flying minute are deemed to be passed 48 hours after they are first distributed by the Public Officer, if more than half of those members who responded are in favour of it. If there is an equality of numbers for and against, the motion is lost.
- i. Motions passed by a flying minute are to be ratified at the next quorate meeting of that committee.