

Meetings Policy

Date Approved: 19 April 2016

Date Last Amended: 1 November 2016

1. Introduction

The aim of this policy is to provide a clear framework in supplement the Constitution and Rules and Regulations to the way meetings of NUSAC and its committees are to be conducted.

2. NUSAC Meetings

- a. At the first NUSAC meeting of the year, the Public Officer is to present a calendar of proposed NUSAC meeting dates for endorsement by the NUSA Council.
- b. All reports, agenda items and documents to be presented at a NUSAC meeting must be submitted to the President and the Public Officer or their nominee at least seven (7) days before the scheduled date of the meeting, unless it is an emergency meeting.
- c. An agenda and all meeting papers and documents should be released at least five (5) days before the scheduled date of the meeting.
- d. No additional meeting documents should be distributed after this time unless in a matter of urgency.
- e. Any information or content from documents marked 'Confidential' must remain within the NUSA Council and not be disclosed to any other person who is not a member of NUSAC or the approved minute taker.
- f. No motion requiring a financial commitment or approval of expenditure may be brought to NUSAC without a supporting paper unless there is unanimous agreement from all voting members present.

3. Standing Committees of NUSAC

- a. For the purposes of this policy, standing committees of NUSAC shall exclude NUSA Collectives and include the NUSA Executive, Finance Committee and Staffing Committee.
- b. Meetings of standing committees should be called within three (3) days' notice of the date the meeting is to take place.
- c. Meeting papers should be distributed to committee members no later than two (2) days prior to the meeting.
- d. Meetings of Standing Committees of NUSAC shall be confidential, with all NUSA council members having right to audience and debate. The content from these meetings must stay within the NUSA Council unless there is agreement from the Standing Committee or the NUSA Council to make an item public.

4. In-Camera Discussions

- a. Members of a Committee (or NUSAC) may resolve to conduct business in-camera.
- b. Only members and the appointed minute taker of the group which resolved to hold an in-camera session may be present for the discussion.

