



## What is a Special Meeting?

A Special Meeting is a meeting of the Association that has been called for a specific purpose. A Special Meeting should only be called to deal with specific issue/s that cannot be dealt with at the next General meeting because they are urgent or some other declared reason.

Only the business that the meeting was called for can be dealt with, unlike a General meeting there is no General Business or reports, etc to be presented. Both the prescribed (incorporated) and standard constitutions state that a Special Meeting may be called "by the Secretary at any time upon written request signed by at least ten members or on the authority of the Executive Committee".

The meeting date and time is then decided but must be within one (1) month of receiving the request. The Secretary distributes a notice to all members that provides at least seven (7) days' notice of the proposed meeting date. This notice should state the meeting date, time and the business that will be discussed at the meeting. Depending on the matter to be dealt with it may also be appropriate to advertise in the school newsletter if this is not done already with P&C meetings.

### **Recommended agenda:**

1. Opening & apologies
2. Items of business as stated in the notice of meeting

### **Frequently Asked Questions**

#### ➤ **Can new memberships be taken/accepted at a Special meeting?**

The usual process for accepting new memberships should be followed. Member subscriptions can be collected but they are not considered members until the end of the next General meeting. The Constitution states that the meeting register, and therefore new memberships, is only updated after each General meeting. Only members that were recorded as financial members at the end of the General meeting prior to the Special meeting may vote at the Special meeting.

#### ➤ **What happens to the minutes for Special meetings?**

The minutes for a Special meeting should be included on the agenda for the next General meeting so that they can be accepted as any General, Executive or Sub-Committee meeting minutes are accepted.

#### ➤ **Do decisions made at a Special meeting stand?**

Yes. The business conducted at a Special meeting is considered business of the Association as long as procedure for notice period, etc. has been observed. The motions carried at a Special meeting are subject to the same processes as motions received at a General meeting.

### **Relevant References**

Prescribed (incorporated) Constitution  
Standard Constitution