

# Meetings

## Special Meetings

### **A Special Meeting may only be convened for:**

- the tabling of actions of the Executive Committee in dealing with matters of urgency
- proposed amendments to the Constitution
- proposed removal of a member of the Association
- proposed removal of an Officer of the Association
- proposed dissolution of the Association
- business determined by resolution of members of the Association at a general meeting to be dealt with at a special meeting
- business determined by the Officers of the Association to be dealt with at a special meeting
- business determined by written request to the Secretary of a majority of Association members to be dealt with at a special meeting

### **Constitution Section 21.5**

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#### **Notice of Special Meeting**

The P&C Secretary must provide at least 7 days' notice of when and where the special meeting is to be held. Notice of a meeting should be delivered personally or by email to each member of the Association or by notice in the school newsletter, and should state the date, time, place and items to be discussed.

**NOTE: The purpose for which a special meeting is convened will be the only business of the meeting.**

#### **Agenda for the Special Meeting**

As mentioned above, the agenda of the special meeting must be kept strictly to the reason for the meeting being called, general business cannot be raised from the floor.

[Special Meeting Agenda Breakdown](#)

[Special Meeting Agenda Template](#)

## **Quorum for the Special Meeting**

The quorum for the special meeting is listed in your **Constitution, Section 21.5.3**. No business of the special meeting will be conducted unless a quorum of members is present. If a quorum is not present then the meeting will be cancelled. If a quorum lapses during the special meeting, the meeting will be adjourned.

## **Contact Us:**

PO Box 3428, Newmarket Qld 4051

Email: [admin@pandcsqld.com.au](mailto:admin@pandcsqld.com.au)

Phone: (07) 3352 3900 | Freecall: 1800 218 228

[www.pandcsqld.com.au](http://www.pandcsqld.com.au)