



## GOVERNANCE – BOARD COUNCILLOR BYLAW

Title: **Council Meetings**

BYLAW: **2020/4**

<b>Authorisation Date</b>	<i>ACHS Board Meeting 27 August 2020</i>
<b>Document History</b>	<i>Date presented to ACHS Council Members – 24 August 2020</i>
<b>Last Revision Date</b>	
<b>Next Review Due</b>	August 2023
<b>Responsibility</b>	<i>ACHS Board and Council</i>

### Council Meetings

1. The proceedings of Council meetings shall be in accordance with the Constitution Clause 14 - Proceedings of Council.
2. The process of Council meetings shall be in accordance with the Constitution Clause 7 – General meetings of Members unless otherwise stated below.
3. Council meetings shall be held either face to face or by electronic means using technology.
4. An Extraordinary Council meeting to deal with an urgent matter may be conducted by means of electronic or other communication facilities.
5. Meetings held using technology must provide all attendees a reasonable opportunity to participate despite them not being physically present.
6. The Company Secretary shall send by e-mail to every member of the Council, at least 21 days before each electronic meeting, the time of the meeting. For electronic meetings the Company Secretary shall send by email the URL, codes and necessary software prerequisites to connect to the virtual meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone.
7. For electronic meetings using video, but in which the number of participants is too large for all to be displayed simultaneously: The Chair or the Company Secretary shall cause a video of the Chair to be displayed throughout the meeting, and shall also cause display of the video of the member currently recognized to speak or report, where possible.