

FLYING MINUTE POLICY

Policy number	G1 V1 Feb21	Version	1
Previous Policy number	O1	Approved by Board on	20 February 2023
Responsible person	Governance Committee	Scheduled review date	20 February 2024

INTRODUCTION

At times a decision of the Board may be required between meetings. Where it is impracticable to call a special meeting before the decision needing to be made, a 'Flying Minute' may be used for making the decision, in accordance with the Guidelines set out in this procedure.

It is expected that Flying Minutes would be used in limited circumstances only and where the decision was of an important and urgent nature.

POLICY

1. Flying Minutes may only be sent by the President of the Board or the CEO on direction from the President.
2. All motions in the Flying Minute must have a mover and a seconder, who are identified in the Minute.
3. Flying Minutes will be sent on a Template form that ensures responses are made confidentially, appropriately and within the given time frame. (See **APPENDIX A**)
4. The President or CEO sending the Flying Minute must SMS each Director to alert them to having sent the flying Minute via email.
5. The Flying Minute prepared and circulated via email should have a 'read and delivery receipt' included.
6. Directors must respond within the time frame to the flying Minute.
7. Motions will be accepted if agreed to by the majority of the current Board Members.
8. Copies of email responses will be printed off and kept as a record.
9. At the Board Meeting following a Flying Minute, the motion/s and their outcomes will be noted and recorded in the minutes.



Authorisation

Signature of Board Secretary:

Date of approval by the Board:

National Rural Women's Coalition Ltd



TO ALL DIRECTORS

APPENDIX A

MEMORANDUM TO:

FROM:

RE:

Would you please indicate your support, or otherwise, by underscoring, naming and returning this Flying Minute to the Secretary, by email with a cc to President, no later than close of business _____ (date)

The Minute will then be included for endorsement on the next Board Meeting agenda.

Thank you for your assistance.

	Approve	Abstain	Dissent
Name:			
Date:			