

Capricorn Citizen Advocacy

GOVERNANCE POLICY

Policy number:	1.2.5	Approved by Management Committee:	27 th March 2024
Version:	2.0	Signed off by Executive:	27 th March 2024
Responsible person:	Coordinator	Scheduled Review Date:	27 th March 2027

Purpose

This policy sets out specific governance protocols adopted by Capricorn Citizen Advocacy in order to facilitate efficient decision making and maintain a high standard of accountability.

Policy

1. 'Flying Minutes'

When to Use a *Flying Minute*

If the Secretary or other member of the Management Committee believes an urgent matter should be considered but no Management Committee meeting is scheduled in the next 24 hours, they may seek a Committee decision by consulting Committee members by email; this is called a "flying minute".

Process for a *Flying Minute*

- a) **Motion:** a motion must be moved by a proposer with a request to the remaining Committee members that the motion be seconded by another member of the Committee. Any member of the Committee including the President can move a motion or second a motion. If no seconder is forthcoming, the motion will lapse.
- b) **Vote:** all remaining members of the Committee (other than the mover and seconder) must advise their agreement or otherwise to the motion. Moving and seconding a motion is taken as support for that motion.

Voting for or against the motion must be emailed by the remaining Committee members by the date specified, this must be no longer than 5 working days. All votes by remaining Committee members regarding the motion must be done by using "reply all" emails.

If no reply is received by a Committee member by the date specified, the absence of a reply will be taken as an affirmative vote. The proposer and / or seconder of the motion may follow up a non answering committee member before the date specified.

If for any reason, a Committee member cannot vote by means of an email, they may advise of their vote regarding the motion to at least one of other Committee member by phone, or text or in person. This vote must be communicated by that Committee member to the remaining Committee members by email before the date specified.

- c) **Ratification** - All flying minute motions must be listed in the standing agenda at the next Management Committee Meeting. The minutes of the meeting must also record the outcomes of the flying minute motion(s) - carried or lost.
- d) **Implementation** - A flying minute decision is effective and can be implemented immediately after the motion is carried.

Office staff must be informed of the flying minute decision as soon as practicable.

Format of a Flying Minute

As a guide for proposers and seconders of motions, a flying minute should include:

- a) Any necessary background information in relation to the matter(s) being canvassed;
- b) A motion proposed in relation to the matter; and
- c) A request that remaining members state whether they support or oppose the motion and that their votes on the motion be made by the deadline by using 'reply all' to the email.

2. Reviews of Program Performance for Funding Bodies

- a) As required under our funding agreement with the State Government, Capricorn Citizen Advocacy will submit information every three months regarding program performance to ensure that we are working to the performance indicators and outcomes as identified in our funding contract.
- b) As required under any funding agreements with the Australian Government, Capricorn Citizen Advocacy will submit information as required regarding program performance to ensure that we are working to any required performance indicators and outcomes.

3. Regular Quality Audits

- a) As required by the State Government, Capricorn Citizen Advocacy will undertake an 18 month audit cycle (or as close to this as possible) regarding the Human Services Quality Standards. These assessments will be done with the assistance of staff, Protégés, Advocates, Management Committee members and any other member or supporter of Capricorn Citizen Advocacy.
- b) Capricorn Citizen Advocacy will aim to use a single quality system to suffice for the requirements of both State and Federal governments.

4. Program Planning

Capricorn Citizen Advocacy will regularly consider and adopt a Strategic Plan and Operational Plans and report against these plans regularly. The plans will also be reviewed regularly by the Management Committee.

Related Documents

- 1. [Policy 1.2.1](#) [Policy Framework](#)
- 2. [Policy 1.2.3](#) [Continuous Quality Improvement Policy](#)
- 3. [Policy 1.3.4](#) [Risk Management Framework](#)

References

- 1. [Human Services Quality Standards](#)

Ratification

This policy was adopted by Capricorn Citizen Advocacy’s Management Committee at its meeting held on 27 / 03 / 2024.



SIGNED:
President

27 / 03 / 2024
(Date)



SIGNED:
Secretary

27 / 03 / 2024
(Date)