

1005: OUT OF SESSION RESOLUTIONS

INTRODUCTION

1. Under the ASFM Rules at 6.1(c), the Committee is authorised to interpret the meaning of the ASFM Rules and any other matter relating to the affairs of the Association on which the Rules are silent.
2. Noting the Rules are silent on resolutions of the Committee made outside of formal proceedings of the Committee, and to improve the Committee's ability to engage in efficient decision-making processes, the Committee has approved a policy around Out of Session Resolutions.

Definitions and Scope

3. Out of Session Resolutions arise when the Committee is asked by the Chair to decide on Out of Session Items.
4. Out of Session Items arise when:
 - a. The ASFM Committee is unable to meet physically and an issue requires an urgent Resolution of the Committee as an outcome.
 - b. The Committee is in session and requests follow up action by an Out of Session Resolution from the Executive Officer, sub-committee or appropriate staff member; or
 - c. An urgent resolution on a particular question is considered necessary by the Chair of the Committee taking into consideration relevant factors including:
 - i. the urgency of resolution;
 - ii. whether it would be more appropriate to decide the question at the next scheduled meeting of the Committee; and
 - iii. whether the Committee would benefit from a discussion on the question prior to voting on the resolution.
5. A Resolution Register will record, in writing, all Out of Session Resolutions which are passed by the Committee and will include, as a minimum, the details of the Resolution passed and the date.
6. All references in this policy to the Chair also include the Acting Chair.

Procedure

Method of communication

7. With the exception at clause [7], an Out of Session Resolution will be sent to all Committee Members by or on behalf of the Chair in writing to each Committee Member's preferred email address.
8. At the Chair's discretion, and on request of a Committee Member, communication about an Out of Session Resolution can be made to or from Committee Member by other written methods (including text or other messaging application).
An example of when the Chair might use this discretion is where a Committee member is absent from Australia or otherwise not easily contactable.
9. All responses to a proposal for an Out of Session Resolution by Committee Members must be sent to the Chair by email unless a different communication method has been agreed by the Chair in accordance with [7].
Generally, this would be done using the 'Reply' or 'Reply all' function.
10. For the avoidance of doubt:
 - a. Responses cannot be accepted other than in writing.
 - b. Responses cannot be accepted out of session by any other person on a Committee Member's behalf or by proxy.
11. Notification of the Resolution must also be made in writing by the Chair to the Committee.

Timeframes for responses

12. Proposals for Out of Session Resolutions must have a time and date specified by which responses are required.
13. Unless the Chair considers that there is good reason to allocate a shorter period of time, the Chair must give the Committee a minimum of 48 hours to vote on the Resolution.
14. The Chair, at his or her discretion, may extend the time for voting on the Resolution or defer the Resolution to a subsequent meeting if further consideration of the item is deemed necessary by the Chair (even after circulating a proposed Out of Session Resolution, but before it is passed).

Passing a resolution

15. An Out of Session Resolution is passed when:
 - a. The majority of Committee members have responded; and
 - b. The Chair has sighted those responses; and
 - c. The Chair has notified the Committee by email that the motion has passed.
16. A Committee Member may request that the Chair table the written responses to an Out of Session Resolution at the subsequent committee meeting.

Resolution Register

17. All Out of Session Resolutions passed by the Committee will be incorporated into the Resolution Register by the Secretary before the next Committee Meeting.
18. They will also be included with the Minutes at the next full Committee Meeting.

POLICY REVIEW

This policy will be subject to review in February 2022 and thereafter on a 12-monthly basis, unless an earlier review is considered necessary by the ASFM Management Committee and/or executive staff.

VERSION HISTORY

VERSION	AUTHOR(S) POSTION	CHANGES	APPROVAL DATE
1. 1005/1	Mscanlon		21/8/19
2. 1005/1	CRobertson	Nil	17/2/2021
3.			