

# **IEUA-QNT Virtual Chapter Meeting Protocols**

In the current COVID19 environment it has never been more important for IEUA-QNT Chapters to meet to discuss a range of issues that may arise in their workplace.

Chapter meetings may be conducted in response to school level issues identified by the Chapter or to provide feedback on sector or union wide issues identified by the IEUA-QNT

The size and nature of your Chapter will determine how this can best occur.

The following protocols should be used to facilitate the operation of virtual chapter meetings. These protocols are designed in the context of the current situation of social distancing and connecting virtually.

## **Membership and attendance**

As is always the case, all financial Chapter members must be provided with notice of the meeting and the opportunity to participate in any discussions.

Arrangements must consider the various possible work locations and access to technology of Chapter members (working from home, working onsite etc).

## **Mode of meeting**

Chapters will need to identify the mode by which they will meet, this might occur in person (as is the case of small Chapters) or by using digital technologies such as Zoom, Microsoft Teams, email, web chat or other platforms.

For those meetings that occur in person, requirements around social distancing and hygiene should be adhered to.

Many schools have already implemented their remote learning programs which include mechanisms for staff to connect. This may be a useful starting point for Chapters.

## **Timing, length and frequency of meetings**

The scheduling of virtual Chapter meetings should be mindful of the different school operational arrangements in Term 2 and specifically changes to school timetables and break times.

Meetings should have designated start and finish times, including email or chat-based meetings.

Chapters are encouraged to meet regularly to address specific issues in their school and the wider sector as they arise.

## **Meeting expectations**

Our union is proudly based on extensive member engagement and involvement. It is essential that any Chapter meeting, whether in person or in an online space, provides the opportunity for respectful and confidential discussions and an open exchange of views.

Members should ensure that the discussion remains on topic and absent of any offensive, personal or inappropriate comments.

Chapter discussions or member comments made in these meetings should not be copied, distributed or shared beyond the members of the Chapter unless otherwise discussed.

Chapter meetings that are conducted online shall not be recorded by any party.

### **Organiser participation**

Where possible, the Chapter's designated Organiser should be in attendance to support the member discussions and outcomes. Such attendance will be mindful of the mode in which the meeting is occurring

### **Meeting preparation**

Members should be provided with adequate notice of the meeting and the mode by which the meeting will occur along with instructions for access.

Chapters should confirm a process for collecting and recording RSVPs and apologies.

Members should also be provided with an agenda or summary of discussion topics, along with any other relevant documentation prior to the meeting.

Ahead of the meeting, someone should be identified to take notes about the meeting and any outcomes.

It is recommended that members test their technology (including camera, microphone, WiFi, etc) ahead of the meeting and minimise potential disruptions (phone notifications, email alerts etc)

### **IEUA-QNT virtual Chapter meeting agenda**

Each meeting should start with an Acknowledgement of our First Nations People. The Chapter may like to identify a different member to make this acknowledgment at each meeting.

Chapter meetings should have a clear agenda to support efficient and focused discussions.

<b>A template agenda can be found on Page 4</b>
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1. Chapter Rep to note who is attendance
2. Chapter Rep to speak to meeting protocols as outlined above
3. Confirmation of member issue(s) to be discussed

Reference to any supporting materials required for the discussion (e.g. IEUA-QNT Factsheet) and an assessment of member views around any particular issues (the Chapter may need to work with their Organiser to develop a member survey or feedback process on specific matters).

4. Opportunity for member discussion and feedback

Mindful of the technology or platform being used, the meeting must provide adequate opportunity for all members to contribute to the discussion.

Chapter Rep should facilitate the discussions and ensure that the discussions remain on topic, within the designated time and focused towards developing clear outcomes or action.

## 5. Member action

The Chapter discussion should identify and endorse clear Chapter resolutions as appropriate. In identifying the resolution, Chapters should consider:

- Why is this issue important to members?
- What change or outcome are members seeking?
- How will we make this change happen?
- Who can make this change happen?
- Who is responsible for the various tasks?
- What is an appropriate timeframe?
- What are the next steps if it is not achieved?

## 6. Chapter development and growth

Chapters should continue to identify opportunities to build chapter strength through recruitment, retention, identification of new starters, the provision of membership materials and maintaining accurate staff lists.

Chapter discussions should attempt to continually identify new and emerging opportunities for member engagement and involvement including specific measures to include all categories of employees within the Chapter (school officers, services staff, teachers, etc)

## 7. Concluding the meeting

Chapter Rep to provide a summary of outcomes and actions from the meeting.

Participants should conduct a brief review of the effectiveness of the virtual meeting platform used and suggest any enhancements or improvements for future meetings.

Identify next meeting date and time mindful of any resolutions or timeframes endorsed in the meeting. Members might also like to identify issues or topics for the next meeting.

Where the Organiser was not in attendance, the Chapter Rep should provide a summary of the meeting and any outcomes to their Organiser.

<b>Guidelines for conducting a Chapter meeting including constructing motions can be found on Page 5</b>
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**5. Matters under discussion**

**6. Outcomes – motion/s endorsed (as relevant)**

**7. Next meeting – (insert date)**

7.1 Confirmation of arrangements

7.2 Agenda

7.3 Thank member attendance

**8. Close**

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# CONDUCTING A CHAPTER MEETING

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## Agenda

Meetings are an important way of providing information and involving members in the decision making process. All meetings need preparation. Draw up an agenda and circulate to members.



## Notice

Choose a suitable time and place and notify members in reasonable time.



## Minute taking

Keep records of attendance and motions. Minutes should be written up as soon as possible after the meeting.



## Motions

Most decisions require a motion. Care must be taken in drafting motions if the decision is to be clear to those making it and those to whom it is addressed. A well-structured motion is clearly expressed, is simple and to the point (*see below*).



## Action

Once endorsed, a motion becomes a resolution which results in an action. The action may be the responsibility of the Chapter, the union office, principal or whoever.

## Constructing motions

A well-structured motion is clearly expressed, is simple and to the point. Motions will often start with the word *“that”* and will contain the answers to these questions:

- Who wants the action?
- Why is the action required?
- To whom is the resolution to go?
- Who will take the action?
- What action is required?
- When is it required by?

### Example

***“That the Chapter of St Barbara’s notes the provisions of Schedule 3 of the enterprise bargaining agreement and calls upon the principal to enter into discussions with the SCC regarding the specified time allocations by the 30 February.”***

Who wants the action?	The Chapter of St Barbara’s.
Why is the action required?	The specified time allocations have not been discussed.
To whom is the resolution to go?	The principal.
Who will take the action?	The principal and the School Consultative Committee.
What action is required?	To discuss the specified time allocations.
When is it required by?	By 30 February.