



## **BUSINESS EXPLANATION**

### **SPECIAL GENERAL MEETING OF CEFPi AUSTRALASIA LTD**

**30 May 2013  
SKYCITY Hotel, Auckland, New Zealand  
8am**

The purpose of this Special General Meeting is to vote on two amendments to CEFPI Australasia's Policies and Procedures:

**Item b: Distribution of meeting Minutes**

The Current Policy and procedures in relation to the role of the Secretary is:

"The Secretary will be required to ensure that all meetings of the Board and Council, Special General Meetings and Annual General Meetings are minuted, recorded and distributed."

**It is proposed that the Policy is amended to:**

"The Secretary will be required to ensure that all meetings of the Board, Council, Special General meetings and Annual General meetings are minuted and recorded. The Secretary shall ensure that approved minutes for Special General meetings and Annual General Meetings are made available on the CEFPI Australasia website [www.cefpi.org.au](http://www.cefpi.org.au) and minutes of the Board and Council are distributed to members of the Board and Council."

**Explanatory Notes**

It is not clear in the Policy who will receive approved records of minutes of meetings. This amendment proposed by the Board and Council seeks to clarify the distribution of minutes minuted and recorded for various meetings.

In recognition that decisions made by the Board and Council are not available to Members, the Board and Council will issue a Newsletter to members outlining and highlighting decisions of the Board and Council.

This Policy applies to the Regional organisation and it will be necessary for each Chapter to amend their Policies at their next Annual General Meeting. The Board and Council are also encouraging the Chapter Board to also issue a Newsletter containing decisions made by the Chapter Board.

**Item c: Eligibility of International Representative**

The Current policy in relation to the eligibility of the Region's International Representative is:

“The nominees must have served a Minimum of two (2) years on Council “

CEFPI International has amended the eligibility criteria for the Regions Representative on the International Board. The Regions obligations are to conform with the International Organisations By laws.

The Eligibility Criteria are as follows:

1. Must meet all requirements stated in the current CEFPI bylaws.
2. Must have, or currently serve a minimum of 1 year on a CEFPI committee or task force at the International level. That service must have been completed within the past 3 years.
3. Must have attended a minimum of 5 conferences (regional or international as a fully registered delegate) within the past five years (with 1 of the conferences being at the international level).
4. Directors must have served as an officer/executive committee member (or a stated equivalent) for one year on a region level board of directors or two years on a chapter level board of directors.
5. Each seat on the CEFPI Board of Directors will be chosen in accordance with CEFPI bylaws and policy, after each candidate's prerequisites are validated and certified.

**It is proposed that the Policy is amended to:**

“The Regional Representative to the International Board shall comply with the eligibility criteria specified by the International By –Laws. In the event of no nominated person complying with the total criteria –the Board will nominate a representative who they consider will represent the Region members.

**Explanatory Notes**

The eligibility criteria are very detailed and there are specific issues relating to being part of an international committee and attending International Conferences. It is considered that while these criteria are important it may not always be possible to have a nominee that fulfils these criteria.

The Current International Representative, Andrew Bunting, does comply with these criteria but his term expires in September 2013.