

KINGBOROUGH COMMUNITY FORUM (KCF)

Meeting Procedures Version March 2020

1. The KCCF will meet five times a year on a Saturday; with the forward calendar to be determined at the beginning of each Calendar year; with:
 - a. one meeting to coincide with the Kingborough Council Annual General Meeting.
 - b. The August Meeting to also provide for the KCF Annual General meeting.
2. Meetings will be held at the Council Chambers or Kingston Community Hub.
3. Meetings will be recorded when technically possible to support accurate record keeping.
4. Meeting attendees will need to register in advance to ensure COVID requirements can be met.
5. The KCF may, at its discretion, allow non-member observers and advisers to attend meetings to facilitate exchange of information and to provide specialist advice and counsel to the KCF. Non-members are not to take part in the debate unless invited to do so by the Chairperson. Substitute members when attending the Committee are deemed to be members.
6. To ensure all KCF Member organisations have the chance to raise issues, verbal reports shall be limited to 5 minutes per organisation (unless the Chairperson rules otherwise) and should be supplementary to the written reports.
7. Meeting attendees will submit the reporting template to the Secretary at least 5 working days prior to the meeting to facilitate the provision of reports to Members, provide sufficient time to collect any required Council information and assist with timekeeping at the meeting.
8. Draft Minutes will be circulated within 10 working days for the meeting. Minutes are to be endorsed at the following meeting.