

<b>Division</b>	<b>Office of the CEO</b>	<b>Ref. No.</b>	<b>REL-GOV-014</b>
<b>Department</b>	<b>Governance</b>		
<b>Title</b>	<b>Office Bearers Deputies Attendance at Executive Committee Meetings</b>		

## 1. PURPOSE AND SCOPE

In accordance with section 6.2.2 (j) of the Constitution which empowers Council to make a regulation relating to the good governance of the College, this policy enables Office Bearers' Deputies to attend meetings of the Executive Committee of Council when

- the Office Bearer is unable to attend, and
- the Office Bearer, President or the chair in the President's absence determines that in the interests of good governance of the Office Bearer's portfolio their Deputy should attend the meeting in their stead.

## 2. KEYWORDS

Deputy Office Bearer, Office Bearer's absence, quorum, vote

## 3. BODY OF POLICY

Section 11.1 of the College Constitution says the Executive Committee shall comprise the Office Bearers and three other Councillors as Council may elect. Section 11.1.4 says four members constitute a quorum.

If the good governance of a portfolio requires representation at an Executive Committee meeting, then the Deputy Office Bearer should be asked to attend in the absence of the Office Bearer.

The Deputy Office Bearer's participation in the Executive Committee meeting may be by teleconference.

The Deputy Office Bearer is expected to ensure they are fully briefed for the meeting and to promptly provide a report to the Office Bearer after the meeting.

A Deputy Office Bearer participating in a meeting of the Executive Committee in lieu of an Office Bearer may vote.

## 4. ASSOCIATED DOCUMENTS

RACS Constitution

**Approver** CEO  
**Authoriser** Council

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