

Montessori Aotearoa New Zealand Council Meeting Policy / Kaupapa here o ngā hui kaunihera o MANZ

The MANZ Constitution specifies rules concerning the actions of the MANZ Council including meeting frequency, quorums and decision-making by consensus.

1. An agenda will be prepared by the Chief Executive | Kaiwhakahaere matua in consultation with the President / Tumuaki and distributed to Council members at least seven days prior to meeting.
2. Kaiwhakahaere matua quarterly reports will be sent no less than one week prior to MANZ Council meetings.
3. The Tumuaki will chair the meeting, unless he/she co-opts someone to take this role in his/her absence.
4. All reasonable attempts will be made to keep within allocated time limits and the minute secretary will advise the president on the time remaining.
5. The Tumuaki will be responsible for keeping discussion on track and providing summaries of the discussion when needed.
6. The discussion will remain on the agenda item.
7. Council members have the right to speak on the current agenda item without interruption.
8. Council decisions will be made by the formal process of moving, speaking to, seconding and voting on motions.
9. All motions that are *carried* will be minuted and will be a record of the decisions made by the MANZ Council. The motions will form the basis for decisions on future MANZ activities.
10. MANZ Council meeting minutes have been designated to the Kaiwhakahaere matua.
11. Minutes will be written within five working days after a meeting, and forwarded to the Council for proofreading and corrections.
12. MANZ Council members will advise of any changes required within one week of receiving the draft minutes.
13. Final meeting minutes will be in the following Council meeting folder.
14. Minutes will be approved at the next Council meeting.

15. Information from MANZ Council meetings may be shared with members through MANZ publications.
16. MANZ Council should be aware when discussion should be moved ‘in-committee’.
- When sensitive or confidential issues/matters are to be discussed, the chairperson will be responsible for opening and concluding the “In Committee” matters.
 - Anyone within the Council raising a matter/issue may request that the discussions be “In Committee”. This issue should be brought to the attention of the president before the meeting.
 - All details of the discussions “In Committee” and the fact that discussions have taken place by council need to be kept strictly confidential.
 - Minutes shall be taken of any “In Committee” matters. These minutes shall not be circulated but shall be kept in a restricted folder accessible only to the relevant committee or subcommittee members upon request.
 - If there is any doubt over confidentiality, the guide to Council is that details as recorded in the Minutes of the Council, which is a public document, can be conveyed/discussed outside Council.
 - Individual council members may have a need for confidential discussions between themselves. At the outset of any discussion, these matters should be explicitly identified as “Confidential” or “In Committee”.
 - Should there be a suspected breach of confidentiality raised and dealt with by the president with the individual concerned, if known; ii) raised within a Council meeting if the source of the breach is unknown.
 - Correspondence between Councillors on sensitive and confidential topics shall have the wording ‘Private and Confidential’ at the top of the correspondence.

The following meeting schedule will guide MANZ Council meetings and reports each year:

Meeting Dates	Kaiwhakahaere matua Reports	Finance Reports
Meeting One: March Approval/sign off of MANZ Annual Report for AGM, approval of Chief Executive Annual Plan.	Full year Kaiwhakahaere matua report for Annual Report available prior to March meeting. Q1 Kaiwhakahaere matua Report – available prior to March meeting	Annual Report (full year) available for March meeting.
Meeting Two: April/May Post conference feedback and welcome to new council members. Or Review of MANZ strategic aims and annual goals and review of MANZ policies.	Kaiwhakahaere matua Report – available prior to meeting	First quarter (Jan-Mar) Finance Report, available prior to meeting.

<p>Meeting Three: July/Aug Post conference feedback and welcome to new council members. Or Review of MANZ strategic aims and annual goals and review of MANZ policies.</p>	<p>Kaiwhakahaere matua Report – available prior to meeting</p>	<p>Second quarter (April-June) Finance Report, available prior to meeting.</p>
<p>Meeting Four October-Nov Approval of next year’s finance budget</p>	<p>Kaiwhakahaere matua Report – available prior to meeting</p>	<p>Third quarter (July-Sept) Finance Report, available prior to meeting.</p>