

FREQUENTLY ASKED QUESTIONS SPECIAL GENERAL MEETING [SGM]



What is the purpose of an SGM?

An SGM may be called to deal with a specific matter that cannot wait until the next scheduled meeting. This may be due to time constraints or because an urgent action or decision is needed between regular meetings. Only the matter listed in the notice may be discussed.

Who can call an SGM?

An SGM can be requested by the Minister, the CEO of the Department or at least three members.

How much notice is required for an SGM?

At least 3 days' notice must be given.

Who is responsible for giving notice?

The Chair must advise members of the date, time and purpose.

Does an SGM count as one of the required number of meetings?

No.

SGMs do not count towards the minimum of eight required meetings.

SGMs are extra meetings held to deal with specific or urgent matters.

Can an SGM be held before or after a General Meeting?

Yes.

An SGM can be held before or after a General Meeting, as long as proper notice is given and the meeting is called for a specific purpose.

Are minutes required to be taken for an SGM?

Yes.

Minutes must be recorded and stored in line with the standard record-keeping process. Any motions relating to finance or resource management must also be recorded in the motions register.