

# QUORUM

## REQUIREMENTS AND RESPONSIBILITIES



Quorum refers to the minimum number of members who must be present at a meeting for the School Representative Body (SRB) to conduct official business.

For SRB meetings, quorum is defined as half, or more, of the current members.

No official business may be discussed or decisions made unless quorum is met. If quorum is not reached, the meeting must be postponed and rescheduled for a later date when quorum can be achieved.

Quorum requirements remain the same for all meeting types, including:

- Annual General Meetings (AGM).
- General Meetings (GM).
- Special General Meetings (SGM).
- Out-of-Session Decision Making.

All members are responsible for advising the Chair or Secretary as soon as possible if they are unable to attend a meeting, so meeting quorum can be determined in advance.

The Chair is responsible for confirming that quorum is met before the meeting is formally opened. To support transparency and effective planning, it is recommended that the required quorum number is listed on the meeting agenda. This helps the Chair confirm whether quorum has been met at the start of each meeting.

To assist in determining quorum, the SRB should maintain an accurate and up-to-date Members' Register.