

## **Compost Australia**

### **A Division of the Waste Management Association of Australia**

## **Protocol for Making and Recording Decisions**

### ***Membership***

Any member of the Waste Management Association of Australia (WMAA) can become a member of Compost Australia by paying the necessary additional membership fee.

Membership of Compost Australia qualifies that person for membership of one state compost working group, which they may nominate when applying for membership.

### **Compost Australia (CA) Committee**

The CA Committee consists of three members from each of the state compost working groups and up to one member from any Australian State or Territory without a working group.

The state compost working groups are Compost NSW, Compost Victoria, Compost SA, Recycled Organics Western Australia and Compost Queensland.

Each state compost working group must select three representatives from their state to sit on the CA Committee and notify the Secretariat prior to the Compost Australia Annual General Meeting.

The CA Committee may call for nominations and select a representative from Australian States or Territories that do not have a working group.

The CA Committee meets monthly. There should be no more than three months between any two CA Committee meetings.

### **Annual General Meeting (AGM)**

The AGM is held once a year, no longer than fifteen months after the previous AGM.

At least twenty percent of the Compost Australia membership must vote, directly or by proxy, in order to make a decision at the AGM.

The CA Executive is elected by the Compost Australia Membership at the AGM.

The Executive consists of three members; a Chair, Deputy Chair and Treasurer.

Office bearers must vacate their positions at the AGM but may stand for re-election each year.

## ***Decision Making***

### **Committee Decisions**

The CA Committee may make decisions on behalf of the membership at its monthly meetings.

The Chairman may permit any observers to attend CA Committee meetings at his discretion, however they do not have voting rights.

Members seeking a decision by the CA Committee must notify the CA Secretariat no later than 12 noon on the day prior to the meeting so that the item may be included on the agenda. Agenda items received after this time will be delayed to the next committee meeting. Agenda items will generally be dealt with by the CA Committee in the order that they were received by the Secretariat.

The agenda item should include a short description of the issue, a recommended decision and, where necessary, supporting information.

The Chairman may pass a proposal without a formal vote, however if any member of the CA Committee indicates he or she disagrees with the proposal a formal vote must be taken.

At least one representative from each state with a working group must vote, directly or by proxy, in order for a decision to be voted on at a CA Committee meeting.

For a decision to go to a vote it must be proposed by one member of the CA Committee and supported by a second member.

A decision is voted on by a show of hands, and where necessary a count of proxies.

Where a CA Committee member stands to benefit financially from a decision of the committee he or she must declare a conflict of interest and abstain from voting.

Where a CA Committee member intends to participate in a CA tendering process they must declare a conflict of interest and remove themselves from any deliberations, written or verbal.

The majority (greater than 50%) of the CA Committee members, counting the members who proposed and supported the proposal and any proxy votes, must raise their hands in order for the proposal to be passed.

The Chair only has one vote, there is no casting vote.

Details of proposals and related decisions made by the CA Committee or the Executive must be recorded in the minutes of the relevant monthly meetings.

The CA Committee may defer a decision on any proposal to a vote of the full Compost Australia membership.

## **Executive Decisions**

The Executive may make decisions on behalf of the membership at any time, other than during CA Committee meetings, provided it is within the budget.

The Executive must not make a decision to commit to spending of more than \$5,000 if it is not specifically included in the annual budget.

Executive decisions must be disclosed by a member of the Executive at the next CA Committee meeting.

Committee members cannot vote on expenditure where they are a recipient of any funds.

Where practical, executive decisions may be reversed by a decision of the CA Committee.