

	<p style="text-align: center;"><b>WA Rover Council Online Meeting Procedure</b></p>	<p>Date Approved: 03/04/2020</p>
		<p>Author: Toby Blyth</p>
<p><b>1. Purpose and Scope</b></p> <p>1.1. The purpose of this Procedure is to outline the operation of the Western Australian Rover Council Meetings when held remotely using an online platform.</p> <p>1.2. This Procedure outlines the expectations from the WARC Executive of the Council and the expectations from the Council of the WARC Executive.</p> <p>1.3. The Chairman may, at their own discretion, divert from this procedure where they feel it is necessary for the running of the meeting.</p> <p><b>2. Definitions</b></p> <p>2.1. Online meeting – an online version of WA Rover Council meetings, where all members are attending via an online platform. This does not include Regional members calling in, WARC Exec, Unit in Councils, or Rover Scout Unit meetings.</p> <p>2.2. WARC Chairman – The elected Chairman of the Western Australian Rover Council.</p> <p>2.3. Chairman – The person who is Chairing the meeting.</p> <p><b>3. Remote Meetings</b></p> <p>3.1. The WA Rover Council Chairman may choose to hold a Remote meeting if:</p> <p style="padding-left: 40px;">3.1.a. It is not logistically possible for the Council to meet in person i.e. there is no venue of appropriate size.</p> <p style="padding-left: 40px;">3.1.b. Meeting in person may cause injury or harm to the members of the council.</p> <p style="padding-left: 40px;">3.1.c. Directed by the Scouts WA Chief Commissioner, or Deputy Chief Commissioner – Youth Program.</p> <p>3.2. Online meetings shall keep to the same schedule as face-to-face WARC Meetings.</p> <p>3.3. The WA Rover Council shall host their online meetings using the meeting platform chosen by the Chairman based on what they feel will</p>		

best suit the needs of the meeting.

- 3.4. If WA Rover Scouts or Scouts WA has a paid subscription to a meeting platform then that platform should be preferred over any other meeting platform

**4. Prior to the meeting:**

- 4.1. The WARC Chairman will ensure the access information to the meeting is distributed no later than 7 days prior to the meeting. This information may be distributed by:
  - 4.1.a. The Chairman.
  - 4.1.b. The WARC Secretary.
- 4.2. The access information for the meeting shall be redistributed on the day of the meeting to ensure everyone has the information.
- 4.3. Notice of agenda items for consideration by WARC shall be given to the WARC Secretary by the Friday preceding a WARC Meeting.
- 4.4. The Agenda and Minutes of the Previous meeting shall be distributed prior to the meeting, as stated in the WARC Standing Orders.
- 4.5. Rover Scout Units are to decide who will be representing them prior to WARC.
- 4.6. Rovers Scouts who are representing their Unit should be in uniform.
- 4.7. Rover Scouts who are representing their Unit should prefix their name with "\*\*\*" to identify themselves as members on the table.
- 4.8. All participants should aim to join the meeting 5 minutes prior to the starting time to allow for a prompt start to the meeting.
- 4.9. If you are late please join in and try not to disrupt the meeting. The Chairman will introduce you at the next appropriate time.

**5. During the Meeting:**

- 5.1. To assist in minute taking the meetings will be recorded using the record feature on GoTo Meeting.
- 5.2. Quorum shall be as outlined in the WARC Constitution.
- 5.3. The Chairman will introduce all representatives by name and Rover Scout Unit at the start of the meeting.
- 5.4. All attendees should give the meeting their full attention and cause minimum disruption to the other attendees.
- 5.5. Attendees who are not speaking should mute themselves.
- 5.6. If you do need to speak you should first introduce yourself by name and Rover Scout Unit.
- 5.7. In the event of screen sharing, all unnecessary programs should be closed before doing so.

- 5.8. If a vote is required on any point, then the voting process will be as follows:
    - 5.8.a. Motions will be passed by a Vote of Dissent.
    - 5.8.b. Elections and Tenders will be voted on using an online voting system. This will be chosen by the Chairman and a link to the pole will be provided when it is needed.
  - 5.9. If a member wishes to raise a point they should do so in a non-disruptive manner, unless raising a Point of Order.
  - 5.10. The Chairman may, at any time, exercise any right as outlined in the WARC Constitution and Standing Orders.
- 6. Post Meeting:**
- 6.1. After the meeting the recording of the meeting will be used to help formulate the minutes.
  - 6.2. Once this has been done the recording shall be destroyed.
  - 6.3. The Minutes of the meeting will be distributed as per the WARC Standing Orders.

Procedure	Yes
Delegation	WA Rover Council Chairman
Review	This procedure should be reviewed by the WARC Executive as required, or by request of the WA Rover Council
Approval	
<p>Note:          This procedure was written as a means of dealing with the Covid-19 pandemic and was necessary for the operation of the WA Rover Council. This procedure has not been endorsed by the WA Rover Council but should be adhered to, until some time that the Council can hold a meeting to amend and/or approve the procedure.</p> <p>T. Blyth WARC Chairman 03/04/2020</p>	