

## **Special Committees of Flinders Council Meeting Rules**

1. The appointed Chair of the Special Committee is to run all meetings. (In the case the appointed Chair is unavailable a person arranged by the appointed Chair is to Chair the meeting and ensure the appointed Chair receives a report of the meeting in writing.)
2. Minutes are required to be recorded for all Special Committees of Council Meetings including Annual General Meetings. The minute taker must be indicated at the conclusion of all minutes.
3. Minutes must contain the following details:-
  - Date of meeting, time opened and place
  - Attendance and apologies to be recorded
  - Confirmation of previous minutes – this must be moved & seconded with names being recorded
  - Agenda items
  - Other Business
  - Time the meeting closed
4. **ALL** recommendations are to be moved and seconded and recorded in the minutes.
5. **ALL** minutes are to be forwarded to [executive.assistant@flinders.tas.gov.au](mailto:executive.assistant@flinders.tas.gov.au) for inclusion in the next Ordinary Council Meeting Agenda produced after receipt of the minutes. (Unconfirmed Minutes will be noted by Council and Confirmed Minutes will be accepted.)