



AUSTRALIAN MILITARY MEDICINE ASSOCIATION

PROCEDURAL INSTRUCTION

PI 3 – MEETINGS OF THE ASSOCIATION COUNCIL

This **Procedural Instruction** adopted by
the Council of the **Australian Military Medicine Association**
at a meeting held

on the seventeenth day of October 2003



Secretary



President

INTRODUCTION

The Australian Military Medicine Association (“the Association”) Constitution provides that the affairs of the Association be conducted by a Council elected by the Members.

In order to ensure the efficient and effective operation of the Association, and to ensure that Council effectively exercises its Corporate Governance responsibilities, there is a requirement for Council to meet on a regular basis.

The dispersion of Council Members across the Nation, and the Association’s limited financial base, prevent these meetings all being face-to-face meetings.

PRINCIPLES

Council will meet at least four times per year in the months of January, April, July and October. One of these meetings will be held in conjunction with the Annual Scientific Conference and the Association’s Annual General Meeting.

In addition, Council will meet immediately following the Annual General Meeting for the sole purpose of appointing the officers of Secretary, Treasurer and Journal Editor from amongst its Members and determining a schedule of Council Meetings for the succeeding year.

Council may meet at other times at the discretion of the President, Council or as required by the Constitution.

Two of the Council Meetings will be face-to-face meetings. When the Annual Scientific Conference is held in October, these meetings will nominally be in April and October.

Other Council Meetings will be conducted by teleconference.

Where the Annual Scientific Conference is held in a month other than October, the schedule of Meetings will be varied by the President acting on the advice of Council.

IMPLEMENTATION

A Meeting schedule for the succeeding one-year period will be developed at the Council Meeting immediately following the Annual General Meeting.

The Secretariat, as directed by the Association Secretary and Council, will promulgate a Notice of each Council Meeting at least 14 days before the date of the Meeting, and will distribute an Agenda with that Notice.

Face-to-Face Meetings

The April and October Meetings will be face-to-face at a venue to be determined by the President acting on the advice of Council.

The April Meeting will be held in the geographic location of the next succeeding Annual Scientific Conference. Attendance by Council Members (travel and accommodation only) will be funded by the Association.

The October Meeting will be held in conjunction with the Annual Scientific Conference and on the day immediately preceding the Annual General Meeting. Attendance by Council Members will be at their own expense.

If the Annual Conference is held in a month other than October, the President, acting on the advice of Council, will determine the dates and venues of the face-to-face Meetings.

A representative of the Association Secretariat will attend each Face-to-Face Meeting.

Teleconference Meetings

The January and July Meetings will be held by Teleconference.

Minutes

The Secretariat will keep the Minutes of each Meeting. The Minutes will be forwarded to the Secretary not less than 14 days after the Meeting for checking, and will be distributed to all Council Members not less than 28 days after the Meeting.

The Minutes of each Meeting will be confirmed at the next subsequent Council Meeting.