

Standing Orders **(Rules of Procedure for Calling & Conducting Committee Meetings)**

RaLET Parents/Guardians and Teachers Association

A Ordinary Meetings

- A.1 The Committee shall hold such and so many meetings and at such time as the Chairperson deems necessary. Meetings will normally be held once a month (except during school holidays) and there shall be a minimum of two meetings per school term. A calendar of meetings for the academic year will be issued by the Chairperson – after consultation with the Committee – as early as practicable into the academic year. Subsequent adjustments to the calendar should be minimal and should be made on a meeting by meeting basis to avoid clashes not evident when the calendar was drawn up.
- A.2 An Agenda for the meeting and minutes of the previous ordinary meeting will be issued to every member of the Committee at least two clear working days before the meeting. The Agenda for every ordinary meeting of the Parents and Teachers Association shall be drawn up by the Secretary following consultation with the Principal and Chairperson and shall include the following items:
- Apologies
 - Minutes of previous meeting
 - Matters arising from the minutes of previous meeting
 - Correspondence
 - Finance/Fundraising – Treasurers’ Report (Quarterly Reports)
 - Principal Teachers’ Report
 - Board of Management Report
 - Any Other Business
 - Confirmation of time and date of next meeting

Committee members may request items to be included on the Agenda, but the Chairperson will decide on the urgency of the issue and whether there is time to deal with the item.

- A.3 The quorum of the Committee shall be at least 5 Parent Reps and 1 Staff Rep.
- A.4 Any meeting of the PGTA Committee shall be postponed:
- if insufficient members to constitute a quorum signify beforehand that they are able to attend **or**
 - if, 15 minutes after the time set for the commencement of the meeting, insufficient members are present to constitute a quorum

Where a member cannot attend a meeting, they are expected to signify this 24 hours in advance of the meeting so that when a quorum can not be constituted the chair can notify committee members of postponement in a timely fashion.

A.5 Minutes of the proceedings of the Committee shall be drawn up and kept by the Recording Secretary. When the Committee members agree that the Minutes are an accurate and complete record of the business of the previous meeting, the Chairperson shall sign the official copy which is retained in a safe place and shall be available to parents, teachers, the Board of Management and Inspectors of the Department of Education and Science. When possible these shall be made available to the PGTA via the school website or appropriate alternative, but shall remain hidden from the general public.

B Requested Meetings

B.1 On request of a requisition signed by not less than four members, such requisition stating the business to be transacted, the Chairperson shall convene a special meeting of the Committee within seven days and no business other than that specified in the notice shall be dealt with at such a special meeting.

B.2 Where the Chairperson fails to call a meeting within seven days, one of the members requesting the meeting shall call such a meeting.

C Emergency / Special Meetings

C.1 The Principal Teacher with the approval of the Chairperson shall have power to call an emergency/special meeting of the Committee should the need arise.

C.2 Where exceptional circumstances warrant it, the Chairperson may at any time call a meeting of the Committee, following consultation and agreement with the Principal Teacher.

C.3 Any such meeting should be held as soon as possible after notification has been conveyed to all available members

C.4 The usual quorum shall be required for Requested or Emergency/Special meetings.

D General

D.1 In the absence of the Chairperson from a particular meeting, the Committee shall elect a Chairperson to preside at the meeting.

D.2 At the first meeting of the Committee after the AGM, all Committee members will sign an acknowledgement that they have read and agree with the Standing Orders and Constitution.

D.3 Any Committee members may call for a vote on any decision being made by the Committee. Where a matter is put to a vote, it shall be determined by a majority of votes of the members present and voting therein and, where there is an equal division of votes, the Chairperson of the meeting may exercise a second or casting vote. The numbers of those voting for and against a motion shall be recorded.

D.4 Sub-committees or individual committee members may not make decisions without approval of the main committee. All decisions should be clearly minuted. However, in certain circumstances, such as the organisation of events, decision-making may be devolved

to the organising sub-committee. Such devolution must gain prior approval of the Committee. The Chairperson should be kept informed of any such decisions made by the sub-committee. Such sub-committee decisions involving the allocation of financial resources should always seek the prior approval of the Chairperson.

- D.5 It is the responsibility of the Chairperson to ensure that, in decision-making situations, the PGTA Constitution is adhered to, and that respect for diversity, the ethos of an Educate Together school, and the common good of all in the School is protected. The Chairperson will have the authority to defer items where there is a concern that the School interests are not best served, and in circumstances may choose to refer items to the Principal and/or Board of Management for advice pre decision.
- D.6 The Committee recognises that there are areas of school activity which belong to the professional work of teachers. In so doing, the Committee fully accepts the Principal's authority to veto proposals where in his opinion, the best interests of the School are not being served. The Principal Teacher's decision is final and should be recorded in the Committee's minutes. Should a decision be vetoed or amended by the Principal or BoM, this should be communicated to the PGTA Committee before further action is taken by the Committee.
- D.7 Members will, in advance of a meeting or during a meeting where it becomes relevant, declare any (conflict of) interest in an agenda item if such exists. They may continue to take part in the discussion but may not participate in any vote, should there be one.
- D.8 Every effort will be made to distribute tasks and sub-committee or working group membership amongst committee members.

E Vacancies

- E.1 Where a member of the Committee resign by giving written notice to the Chairperson, or is absent from three consecutive ordinary meetings of the committee, unless such absence was approved by the Committee, then that member's position shall become vacant and shall be filled as soon as possible after the vacancy occurs.