

Management Committee Quick Decision Making Procedure

Purpose

This procedure sets out the process for quick decision making (**QDM**) by the Management Committee (**MC**).

Scope

This procedure must be used when MC needs to make an urgent decision outside an MC meeting (**out-of-session**) for:

- (a) a matter that cannot wait until the next ordinary or urgent MC meeting, or
- (b) clarification of the details of a previous MC decision to allow for its prompt implementation, or
- (c) on any matter that the MC has previously agreed may be made out-of-session.

This procedure should only be used for a decision that requires a simple yes or no agreement to a proposed motion. Urgent issues that require discussion are best dealt with through an urgent MC meeting as per clause 15.11 of the constitution.

Procedure

Initiation of a Quick Decision Making Request

1. A proposed motion may be considered using the QDM request, which may be initiated by any member of the MC¹ or the PD, after consultation to determine the appropriateness of using the process, with at least one of the following:
 - a) the Convenor, or if not available, the Deputy Convenor or a Co-convenor;
 - b) the Secretary;
 - c) the Treasurer; and
 - d) the Party Director (PD).

2. A proposed motion using the QDM process will be communicated to all MC members in writing by the initiator using the approved communication channel. The request must:
 - (a) provide an explanation of the issue which requires a quick decision and how the decision will be implemented;

¹ The MC includes the elected and appointed members described in the constitution plus the ex officio MLA(s).

- (b) why the decision needs to be made out-of-session, including any external timelines by which the decision needs to be made if applicable, rather than via the urgent MC meeting process;
- (c) a motion for the proposed decision; and
- (d) a deadline (date and time) for MC members to respond.

3. Members should be provided at least 48 hours to respond or 72 hours if the period includes part of a weekend or public holiday. Voting members may be contacted by text or other means to ensure they are aware of the motion and the deadline.

4. When a situation requires a decision to be made within less than 48 hours, then a shorter deadline is allowed and the earlier deadline must be explained by the initiator.

5. Only the voting members of the MC² (*the eligible voters*) may vote on the motion which may be in support, in opposition or in abstention. A vote of support implicitly endorses the urgency of the matter. Members of MC may also respond with comments. All responses must be copied to all MC members and the PD.

6. If there is significant commentary on the motion, the Secretary, or in their absence the Deputy Secretary, in consultation with the Convenor(s) and PD will determine if it would be appropriate to convene an urgent MC meeting instead.

Determination of a Quick Decision Making Motion

7. After the deadline, the responses to the motion will be tallied by the Secretary, Deputy Secretary, Convenor, Co-convenor or Deputy Convenor.

8. If the tally confirms that at least 2/3 of the eligible voters have voted in support of the motion, the motion is passed.

9. The Secretary will advise all MC members of the result of the motion and if passed, the decision will take effect immediately.

Amendments to the Motion

10. If an MC member wishes to amend the motion then they must vote against the initial motion and propose an alternative, which must be promptly sent to all members of the MC and the PD.

11. If the initial motion is passed then any alternative motions are discarded.

² The ex officio MLA members of MC do not have decision making powers.

12. If the original motion is not passed, the proposer of an alternative motion may:
 - (a) circulate the alternative motion as part of a new quick decision making request with a new deadline, or
 - (b) defer the motion until the next MC meeting, or
 - (c) withdraw the motion.

Recording the Decision

13. For the purposes of the MC minutes, the initiator of the motion will be recorded as the nominator, and the first person to respond in support of the motion will be recorded as the seconder.

14. The Secretary will advise MC members of the resolution number as part of providing the outcome of the motion.

15. The Secretary will add the resolution details to the [MC Decisions Register](#), and note the decision at the next scheduled ordinary meeting of the MC.