



# KATHERINE HIGH SCHOOL

## STANDING ORDERS

### COMBINED FACULTY MEETINGS

#### **Rationale:**

Combined Faculty Meetings (CFMs) are held to provide a recommendation to the Principal on any proposal that may significantly affect policies and/or procedures in place at Katherine High School.

Combined Faculty Meetings are held as necessary throughout the school year.

#### **Procedures for placing a proposal before a Combined Faculty Meeting:**

1. The proposal is put to the School Administration (via a General Staff Meeting, Seniors' Group Meeting and/or direct to a member of the Administration) with proposer and seconder indicated and a rationale (written) included.
2. The School Administration determines who are 'affected' staff (teaching and/or ancillary) and determines the requirements for Cross Faculty Meetings.
3. The Senior Teacher Administration organises for the required Cross Faculty Meetings to be held (publishing membership and meeting details).
4. Proposer/s distribute a supporting paper to all staff at least 48 hours before CFMs are scheduled to be held.
5. CFMs discuss the proposal and any proposed amendments must be advertised on the General Staff Room Administration Notices Board and in the following edition of *Staff Notices*.
6. Proposal/s proceed to a Combined Faculty Meeting for a recommendation to the Principal.

#### **Standing Orders for the conduct Combined Faculty Meetings (CFMs):**

1. The Chair:
  - will be the Assistant Principal Student and Staff Welfare if no other is elected
  - organises for Minutes to be taken, typed and distributed to all relevant staff
  - supervises the conduct of formal debate
  - ensures that formal meeting procedures are followed to facilitate fair and smooth proceedings
2. Speaking:
  - will be in order after mover and seconder with speaker against, speaker for, etc until there are no further speakers against the motion
  - is restricted to one address per person with the exception of the mover who has the right of reply
  - is limited to three minutes per speaker

- may be undertaken by the Chair only after s/he vacates the position (during which time a temporary chairperson will officiate)
3. Move into Committee:
- may occur at the direction of the Chair to allow clarification of ideas (NOT to introduce new amendments) or it may be moved from the floor
  - is limited to five minutes though an extension may be granted if a motion from the floor is carried by a simple majority
4. Voting:
- on any proposal/s and/or amendment/s will be one at a time
  - requires a two-thirds majority of affected staff who vote in order for a proposal to be carried
  - will not include abstentions (though they will be noted in the minutes) and the number of those recording abstentions will not be included in the total of those who vote for the purpose of determining a two-thirds majority
  - may include proxy votes but these must be provided in writing to the Chair
  - is counted and determined by the Chair
  - is recorded as a recommendation to the Principal

This policy was last ratified by School Council in....

**2007**