

PHYSIOTHERAPY NEW ZEALAND

AGM MEETING PROTOCOLS

Introduction

Physiotherapy New Zealand (PNZ) holds an Annual General Meeting (AGM) which is arranged and run according to the Rules of Physiotherapy New Zealand Incorporated August 2022 (the Rules) and the PNZ General Meeting Policy.

This document should read in conjunction with the Rules and General Meeting Policy.

Section 11.9 of the Rules requires “*the procedures for GMs shall be as set out in PNZ policy (provided it is not inconsistent with these rules) and if not covered then as determined by the chair of the meeting.*”

AGM Meeting Procedures and Protocols

These procedures and protocols will be followed to ensure that the meeting is run in a fair and reasonable way.

All attendees must:

- participate in a way that promotes inclusion, participation, safety and positive discussion, through the values of manaakitanga and aroha.
- communicate in a respectful, courteous, constructive and professional manner, including their interaction with other members, PNZ Executive and PNZ staff.
- comply with the Rules, any requirement arising from the Rules, and with any code of conduct or other policy or process adopted by PNZ, including this policy, the Membership Policy and the Physiotherapy Code of Ethics and Standards of Practice. (Rule 6.3a)

Chairing the Meeting

The meeting will be chaired by the PNZ President (or in their absence by the current PNZ Vice-President).

The Chair will be responsible for running the meeting including:

- Confirming that a quorum is present at the commencement of the AGM (and ensuring that a quorum is maintained at all times throughout the duration of the meeting);
- Opening and closing the meeting;
- Advising members of relevant meeting process and protocols at the commencement of the meeting;
- Introducing members of the PNZ Executive, invitees or other participants including any PNZ Office staff members;
- Directing discussion and granting the right to speak to ensure that the discussion is open and constructive and that no one member or issue dominates the meeting;

- Running the meeting in a fair and reasonable way which promotes inclusion, participation, safety and positive discussion, through the values of manaakitanga and aroha;
- Ensuring that all valid motions are moved, seconded and discussed before being voted on;
- Putting motions to a vote and announcing the decision;
- Ruling on points of order.

Any person chairing the AGM may:

- Conduct the meeting in accordance with generally accepted meeting practice., This may include :
 - considering and/or dealing with agenda items out of their scheduled order
 - determining speaking rights of members and other attendees to promote participation while maintaining order, and adhering to the business of the meeting.
 - ensuring speakers are respectful, courteous, constructive and professional
 - concluding a discussion and moving on to maintain the flow of the meeting.
 - refusing to consider a motion or amendment to a motion that is not consistent with the role and purpose of the meeting or is outside the subject matter of the original motion.
- With the consent of any AGM adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- Direct that any person not entitled to be present at the meeting, obstructing the business of the meeting, behaving in a disorderly manner, being abusive, or failing to abide by the meeting procedure or the directions of the chair be removed from the meeting, and

In the absence of a quorum or in the case of emergency, adjourn the meeting or declare it closed.

Registration

The 2023 AGM is a hybrid meeting providing both in person and online attendance.

All members wishing to attend the meeting must register through the PNZ Website prior to the event. Registration can be completed up to the meeting.

Online - The registration will provide electronic links for those attending online and by logging on will record their electronic attendance at the meeting. Online attendees will have their microphones automatically muted and cameras disabled unless they wish to raise a question / comment (see below).

In Person - attendees will sign an attendance register at the meeting.

Attendee's names will be published in the meeting minutes.

Quorum

The Chair will be advised by the CEO whether the meeting has a quorum (25 members) and can proceed.

The quorum may be made up of members attending 'in person' or 'present through the audiovisual link' provided by PNZ or by a combination of these methods (Rule 11.5).

If there is not a quorum at the beginning of the meeting the steps laid out in the Rules and General Meeting Policy will be followed.

During the meeting the attendance numbers will be monitored to ensure an ongoing quorum. If during the meeting there is an absence of a quorum or in the case of emergency, the Chair may, at their discretion, adjourn the meeting or declare it closed.

Voting

The items of business requiring a vote at the 2023 AGM are items 6 and 7 on the Agenda:

- acceptance of the Annual Report (including the PNZ Executive, CEO and Finance reports), and
- progress against the PNZ Strategic Plan

All attendees who are entitled to vote in accordance with the Rules will be able to exercise one vote (Rule 6.3(c)(iv)). This will be by voice for those attending in person and by electronic means for those on-line.

All votes at the 2023 AGM require a simple majority to be carried. The Chair may, at their discretion, request a show of hands if the result is unclear.

A declaration by the Chair that a resolution has been carried or lost will be conclusive evidence of the fact. In the case of an equality of votes the chair will not have a casting vote.

Election for Elected PNZ Executive members

The election for elected PNZ Executive members including the President is being carried out by an independent organisation (electionz.com) prior to the AGM, and the results will be announced at the meeting.

Questions / comments from attendees

Once an agenda item is moved and seconded, the Chair will open the matter up for discussion. The Chair will determine speaking rights of attendees in order to promote participation while maintaining order and adhering to the business of the meeting.

Questions / comments should be relevant to the specific agenda item under discussion at the time. Any questions / comments of a general nature should be held until General Business.

Questions / comments can be raised from both the meeting floor (in person) or from online attendees (see below).

At all times these must be delivered in a respectful, courteous, constructive and professional manner. Speakers are encouraged to keep their question / comment concise so that other attendees wishing to participate can do so. As a membership-based organisation there will always be diverse views and attendees are encouraged to be respectful of this.

Questions / comments will alternate between in person and online attendees at the Chair's discretion so there is opportunity for all attendees to participate. The Chair may be assisted in this regard by technical support and/or moderator(s) who may help manage the flow of questions/comments.

- From the floor In-person - if attendees wish to ask a question / make comment, they should raise their hand and a microphone will be delivered to them prior to the question being asked. The attendee speaking will be visible to all attending the meeting. They should state their name then address the meeting.
- Online – attendees will indicate they would like to ask a question through Zoom. They will go into a queue and once selected, promoted to panellist to ask the question. They must address the meeting with full audio and video view. The attendee speaking will be visible to all attending the meeting. Again they must state their name prior to addressing the meeting.
Full details of this process will be available to all registered online attendees.

It should be noted that it may not be possible for all questions to be answered during the AGM.

Minutes from the 2022 AGM

The draft minutes from the 2022 AGM were made available to all PNZ members on the PNZ website following the meeting and have subsequently been ratified by the PNZ Executive. These minutes will be tabled at the 2023 AGM for member approval.