



Shackleton's laws of meeting

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Nature and process of meeting

The right of meeting rests on the fundamental assumption that a citizen is free to do something unless restrained by the statutory law or the contractual obligation. [Shack 1.1]

Convening means cause to come together. For convening a meeting, there has to be the notice and the business proposed to be carried through (the agenda). [Shack 5.1]

A meeting will be properly constituted when, at an adequate venue, sufficient members are present to form a quorum and someone to control the meeting (ie a chairman) has been duly appointed. [Shack 6.1]

The conduct of a meeting is largely in the hands of the chairman who chairs the meeting in line with the regulations of the body which is meeting apart from his authority as chairman. [Shack 7.1]



Notice

To be valid a notice must: (1) state the date, time and place of meeting, (2) state with sufficient fullness the purpose of the meeting, (3) give notice of any special business to be conducted at the meeting, (4) comply with any statutory and legal obligations, (5) be clear, honest, unambiguous and definite, (6) be issued on good authority, (7) be given in prescribed manner, (8) allow the appropriate length of time between service and date of the meeting, (9) be sent to every person entitled to receive it, (10) comply in all respects with the regulations, rules or byelaws of the body issuing it. [Shack 5.2]

Agenda

The function of the agenda is to disseminate information relating to the business to be discussed at the meeting. [Shack 5.16]

Venue

The minimum requirements are that the venue is of adequate size for the number of attending and that it enables all those present to hear and be heard, and to see and be seen. [Shack 6.1]

Proxies

The word proxy is used variously to describe: (1) a document authorising a person to vote instead of another at a meeting; and (2) a person appointed to act instead of another. [Shack 7.25]

Quorum

The word quorum denotes the number of members of any body of person whose presence at a meeting is requisite in order that business may be validly transacted. [Shack 6.2]

Chairman

Shackleton's law of meeting

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In order to preserve order; to ensure that the proceedings are properly conducted according to law and according to the standing orders or rules of the body concerned; to ensure that all shades of opinions are given a fair hearing so far as practicable; and to ensure that the sense of the meeting is accurately ascertained and recorded, a chairman is appointed. [Shack 6.10]

## Motion

A motion is a proposition submitted for debate that becomes resolution once adopted by the meeting. [Shack 7.03]

## Adjournment

Adjournment is the act of postponing a meeting of any private or public body, or any business until another time, or indefinitely, in which case it is an adjournment sine die. [Shack 6.15]

## Voting

The common law method of determining votes is by show of hands, and this method applies where there are no regulations or enactments to the contrary. [Shack 7.18]

## Majority

Majority is a term signifying the greater number. [Shack 7.30]

## Minutes

Minutes constitute the formal record of proceedings at a meeting and can be submitted in court as evidence. [Shack 8.1]

## Committee

A committee is a body of persons to whom something is committed or entrusted. [Shack 9.01]