**February 2020 branch paid union meeting**

**Meeting checklist**

**Use this checklist during the meeting. Ideally the chair and secretary will each have a copy.**

**To ensure nothing is missed out while the Chair is concentrating on managing the meeting, check each box as the meeting proceeds.**

1. Call meeting to order. Adapt the following as you see fit: “*Tēnā koutou katoa and welcome, thanks very much for coming. We’ll start with a mihi whakatau, so over to you [add relevant name here]* .”
2. Mihi whakatau. If appropriate a waiata may be sung.
3. Welcome members
4. Explain that you will start with some logistics. If relevant do health and safety notices. Tell the members how long the meeting should take (between one and two hours, depending on discussion).
5. Move the approval of the scrutineers*. “I move from the chair that the following people be approved as counters and scrutineers for the meeting (read out the names you should need a minimum of 2)”*
6. Explain process to be followed for the rest of the meeting:
* Branch nominated speaker (could be the chair) gives presentation.
* Following the speech is an opportunity for questions, open debate and expression of opinion on the presentation and all of the motions being voted on at the meeting.
* Then there is a paper vote on the recommendations from Executive.
* Any general motions from the meeting will then be dealt with.
1. The nominated member delivers the speech.
2. Thank the member for the speech.
3. Open the floor to discussion and debate
4. Keep a speaking list and consider moving into urgency if necessary (thereby reducing speaking time from five minutes to three. Moving into urgency can be moved by the chair without a seconder, and requires a majority voice vote).
5. Either the Chair or a relevant member present may answer questions or respond to comments.
6. The speaker has a right of reply when discussion ends.
7. Put the recommendations from the presentation that are being voted on back on the screen, and ask the branch chairs or scrutineers to come forward to conduct the vote.
8. Ask members not to leave the meeting immediately after voting.
9. Ask how many people have already made a submission on the fees increase. A show of hands will be sufficient. Count the number and keep a record for your summary of the meeting.
10. Show each of the questions for long enough for people to read the question and the options and then take a vote.
11. Ask scrutineers to distribute and then gather back in the papers.
12. Give members time to complete the Teaching Council feedback survey, referring to the information on the slideshow. You may wish to write a submission as a whole Branch and email it to the Teaching Council, or write to an MP.
13. Remind the scrutineers approved by the meeting that they are to stay behind at the end of the meeting for the counting.
14. Say that when the voting returns from all PUMs are collated, the national outcome will be emailed to members and a public statement made by the president after that.
15. Deal with any other recommendations related to the business of the meeting which were foreshadowed earlier.
16. If there is general business for the region, now is the time to conduct this (e.g. notices relevant to members).
17. Thank members for attendance and participation.
18. If meeting opened with a mihi whakatau, then appropriate closing is needed.
19. Declare meeting closed.

**After the meeting**

The approved counters/scrutineers do the counting and give their sub-counts to the chair who tallies them and records them on the summary sheet before leaving the meeting.

The voting return form should be filled in and signed by the chair. This should be scanned and emailed to Wendy Daniell wdaniell@ppta.org.nz as soon as convenient.

Feedback templates may be filled in and sent to Wendy Daniell wdaniell@ppta.org.nz as soon as is convenient.

The voting papers and tally sheet are to be securely kept by the chairperson for two weeks after the national vote is announced.

The chair can announce the voting results to their branches after the national vote is announced.