

Mid North Coast  
Joint Organisation

**mncjo**



## Mid North Coast Joint Organisation

### Board Meeting

### Minutes

**Date:** 5 April 2019

**Location:** Port Macquarie-Hastings Council – Function Room

**Time:** 9.30am



**PRESENT**

***Voting Members:***

Nil

***Non-Voting Members:***

Craig Swift-McNair: Interim Executive Officer (MNCJO) and General Manager, Port Macquarie-Hastings Council

***Other Attendees:***

Allanah OGorman: Executive Assistant to the General Manager, Port Macquarie-Hastings Council

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The meeting opened 9:30am

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## 1. ACKNOWLEDGEMENT OF COUNTRY

In the absence of the Chair and Deputy Chair or other voting members of the MNCJO, the Executive Officer opened the meeting with an Acknowledgement of Country.

### ADJOURNMENT OF MEETING

As per Clause 4(a) of the MNCJO Code of Meeting Practice (adopted 17 August 2018), the quorum of the Board is a majority of voting representatives entitled to vote under the MNCJO Charter. For the MNCJO with only three (3) members, a quorum is attendance of two (2) of the voting members.

A quorum was not present at the commencement of the MNCJO Board meeting on Friday 5 April 2019.

As per Clause 4(c) of the MNCJO Code of Meeting Practice (adopted 17 August 2018), a meeting of the MNCJO must be adjourned if a quorum is not present within half an hour after the time designated for the holding of the meeting, to a time, date (including later that day) and place fixed by the Chairperson, or in his or her absence, by the majority of members present or failing that, by the Executive Officer.

In light of the above, the Interim Executive Officer adjourned the meeting at 9:33am to **Wednesday 10 April 2019 at 3:00pm** via teleconference.

As required by the Local Government (General) Regulation 2005, a quorum was unable to be achieved for the following reasons:

- The Deputy Chair (Mayor Dominic King) made an apology on Wednesday 3 April 2019 and could not attend the meeting due to work commitments. The Deputy Chair was unable to secure the attendance of the Deputy Mayor of Bellingen as an alternate.
- The Chair (Mayor Liz Campbell) had intended to join the meeting via telephone due to previous travel commitments, however after the apology from the Deputy Chair was received, discussions with the Interim Executive Officer confirmed that there was a risk of the Chair's telephone line dropping in and out during the meeting, therefore resulting in the meeting not having a quorum at various times during the meeting. On this basis it was agreed between the Chair and the Interim Executive Officer to adjourn the meeting to another time, date and place.

As an MNCJO Board meeting cannot be cancelled or postponed once a notice of meeting has been given, the meeting was formally opened by the Interim Executive Officer and adjourned, as detailed above.

The agenda items for this 5 April 2019 MNCJO Board meeting will be held over to the MNCJO Board meeting set to take place via teleconference on **Wednesday 10 April 2019 at 3:00pm**.

**Meeting Close:** 9.33am