

BRANCH EXECUTIVE COMMITTEE MEETING POLICY



NNATIONAL **C** COLOURED **C** CONGRESS

VERSION DATE: 10 JANUARY 2024

Policy: Conducting a Branch Executive Committee Meeting of the National Coloured Congress.

1. PURPOSE

The purpose of this policy is to provide guidelines for conducting branch executive meetings of the National Coloured Congress (NCC). These meetings serve as a platform for decision-making, collaboration, and coordination among branch executives.

2. MEETING SCHEDULE AND NOTICE

- 2.1. Meetings should be scheduled in advance to allow sufficient time for preparation and attendance.
- 2.2. A notice should be sent to all branch executives, specifying the date, time, location, and agenda of the meeting. The notice should be provided 7(seven) days in advance to ensure maximum attendance unless it is an urgent meeting where notice shall not be less than 24hours.

3. AGENDA PREPARATION

- 3.1. The branch executive responsible for organising the meeting should prepare an agenda in consultation with the NCC leadership of the structure above it (REC or PEC).
- 3.2. The agenda should include relevant topics, reports, discussions, and any actionable items.
- 3.3. The agenda should be circulated to all branch executives prior to the meeting to allow for review and preparation.

4. MEETING CONDUCT

- 4.1. The meeting should be conducted in a professional and respectful manner, adhering to the principles of open dialogue and inclusivity.
- 4.2. The branch executive responsible for chairing the meeting should ensure that all attendees have an opportunity to contribute and express their views.
- 4.3. Discussions should be focused and relevant to the agenda items, avoiding personal or unrelated discussions.
- 4.4. Decisions should be made through a fair and transparent process, with a majority vote or consensus, as determined by the NCC bylaws.

5. DOCUMENTATION AND MINUTES

- 5.1. A designated individual should be responsible for taking accurate minutes of the meeting. Audio and or video recordings of the meeting shall be processed and kept for the sake of clarity and transparency.

- 5.2. All recordings shall be made available upon request by any higher structure within 24 hours of date requested.
- 5.3. Consent of all parties involved in the proceedings shall not be required in order to process audio and or video recordings. Their attendance at the meeting shall be deemed as consent if required.
- 5.4. The minutes should include a summary of discussions, decisions made, and any action items assigned to specific individuals.
- 5.5. The minutes should be circulated to all branch executives within a reasonable timeframe after the meeting for review and feedback.
- 5.6. Upon the approval of the minutes, it shall be sent to the structure above it to ensure transparency and shall be used to improve this policy and the processes of the NCC.

6. FOLLOW-UP AND IMPLEMENTATION

- 6.1. Action items identified during the meeting should be assigned to responsible individuals, with clear deadlines and expectations.
- 6.2. The progress of action items should be periodically reviewed in subsequent branch executive meetings.
- 6.3. Any decisions or recommendations made during the meeting should be communicated to the relevant stakeholders within the NCC.

7. AMENDMENTS TO THE POLICY

This policy may be amended or updated as necessary, with the approval of the NCC leadership, to ensure its continued effectiveness and relevance.

APPROVED AND SIGNED

S. Frenchman

Electronically Signed by:

Sakeena Frenchman

Secretary General

Date: 10 January 2024

F. Adams

Electronically Signed by:

Fadiel Adams

President

Date:10 January 2024