

# **REGULATION**

## **Requirements For Board, Council, Annual General And Other Meetings**

# **2026**



This Policy was adopted by the IDNA Board on 25 February 2026

# NETBALL ILLAWARRA REGULATION

## REQUIREMENTS FOR BOARD, COUNCIL, ANNUAL GENERAL AND OTHER MEETINGS

### 1 PURPOSE

In accordance with authority provided by Section 41 of the Illawarra District Netball Association Constitution, the Board has created this Regulation that sets down the requirements for Board, Council, Special, Special General and Annual General Meetings of Netball Illawarra. This regulation has been created to be read in conjunction with Sections 20, 23, 24, 25, and 26 of the Constitution and interpreted in accordance with the Constitution.

### 2 BOARD MEETINGS

- (a) Not less than ten (10) Board Meetings shall be held at a time and place determined by the Board.
- (b) The President or Secretary shall be empowered to call any additional Board meetings that are deemed necessary.
- (c) Board Meetings shall be conducted in accordance with the provisions of the Constitution and Regulations of Netball Illawarra.
- (d) No business shall be conducted at a meeting unless there is a quorum present while the item of business is being transacted.
- (e) Unless advised otherwise by the Secretary, the Order of Business for Board Meetings shall be:

- Apologies
- Confirmation of Minutes of the Previous Meeting
- Business Arising from Minutes of Previous Meeting
- Correspondence
  - Business Arising
- Treasurer's Report and Financial Statements
  - Accounts Received for Payment
  - Business Arising
- Notices of Motion
- Competition
  - Reports from Results Secretaries
  - Other
- Reports
  - Player and Coach Development Director
  - Umpiring Director

Representatives Management Director  
Communications and Events Director  
Competition Director  
Planning and Policy Director  
Netball NSW Delegates  
Other Reports

General Business

- (f) Any Business Arising From the minutes of the previous meeting that is covered by the portfolio of a director should be dealt with in the report of the appropriate director.
- (g) The Chairperson shall be permitted to alter the order of Business or add to the order of Business for a Director if deemed advantageous to the meeting

### 3 COUNCIL MEETINGS

- (a) The purpose of Council Meetings is to provide the means for Clubs to be informed by the Board of what has happened in the Association since the last Council Meeting and to allow delegates to raise questions regarding the report and the portfolios of the directors.
- (b) Council Meetings are also an opportunity for delegates to raise matters of importance to their Club and General Business relating to the development of the Association. Any such General Business should not encroach on the portfolio of any director, or the functions of the Board.
- (c) Council Meetings provide the opportunity for elections to be conducted, as allowed by the Constitution and the Regulations.
- (d) Council Meetings provide the opportunity for delegates to discuss the creation or amendment of Regulations as allowed by the Constitution.
- (e) Council Meetings are not a forum for the raising new business by a director with regards to their portfolio. Such new business should be left to the next Board Meeting.
  - (i) Council Meetings shall be scheduled between March and August at a time and place determined by the Board.
  - (ii) Additional Council Meetings may be called in accordance with the provisions specified in the Constitution.
  - (iii) Council Meetings shall be conducted in accordance with the provisions of the Constitution and this Regulation.
  - (iv) No business shall be conducted unless there is a quorum present while the item of business is being transacted.
  - (v) Unless advised otherwise by the Secretary, the Order of Business for Council Meetings shall be:
    - Apologies
    - Confirmation of Minutes of the previous Council Meeting and/or any Special General Meetings held since the previous Council Meeting
    - Business Arising from Minutes of the previous Council Meeting
    - Financial Report
    - Questions

Notices of Motion  
 Elections (if required)  
 Competition  
     Reports from Results Secretaries  
         Questions  
     Judiciary Reports  
     Other Reports  
     Player and Coach Development Director  
         Questions  
     Umpiring Director  
         Questions  
     Representatives Management Director  
         Questions  
     Communications and Events Director  
         Questions  
     Competition Director  
         Questions  
     Planning and Policy Director  
         Questions  
     Netball NSW Reports  
         Questions  
     Other Reports  
         Questions  
 General Business

- (vi) The Chairperson shall be permitted to alter the order of Business for a Council Meeting if deemed advantageous to the meeting.
- (vii) The Board shall be permitted to invite guest speakers to address a Council Meeting if considered to be of benefit to the members present and to the Association.

#### **4 SPECIAL MEETINGS**

- (a) Such meetings shall be conducted in accordance with Section 26 of the Constitution.
- (b) The purpose of Special Meetings is to allow Clubs to provide guidance and feedback to the Board either prior to the start of the Winter Competition, an example of this being the grading of teams prior to the start of the competition, or, after the completion of the Winter Competition, an example of this being the Strategic Forum where the completed competition can be analysed and possible changes for the next competition can be put forward for inclusion.

#### **5 SPECIAL GENERAL MEETINGS**

- (a) Special General Meetings shall be conducted in accordance with Section 24 of the Constitution.
- (b) No business shall be conducted unless there is a quorum present while the item of business is being transacted.
- (c) No business shall be conducted except that which is listed on the Agenda for the Special General Meeting.

- (d) As the matters to be discussed and voted upon require Special Resolutions to be passed, at least 21 days shall be given to all members of the Council of the Meeting as well as the Motions to be decided.

## 6 ANNUAL GENERAL MEETING

- (a) The Annual General Meeting of the Association shall be scheduled for the second Tuesday in February at a time and place determined by the Management.
- (b) No business shall be conducted unless there is a quorum present while the item of business is being transacted.
- (c) The Order of Business for the Annual General Meeting shall be
  - Apologies
  - Confirmation of Minutes of the Previous Annual General Meeting
  - Consideration and Adoption of the Annual Report of the Association
  - The Consideration and Adoption of the Audited Financial Report
  - Appointment of an Auditor for the ensuing year
  - Consideration of Notices of Motion
  - Election of Directors
  - Election of Returning Officer