

[Legal Notice No. 20]

PACIFIC GAMES 203 ACT 2017

PACIFIC GAMES 2023 MEETING RULES 2019

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PACIFIC GAMES 2023 MEETING RULES 2019

IN exercise of the powers conferred upon the Minister under sections 8, 17 and 26 as read with section 47 of the *Pacific Games 2023 Act 2017*, the following Rules are made.

1 Citation

These Rules may be cited as the *Pacific Games 2023 Meeting Rules 2019*.

2 Interpretation

In these Rules “Chairperson” shall mean the Chairperson of the Authority and respective Committees appointed under the Act.

3 Rules to apply to all committees

These Rules may subject to such modification as may be appropriate, be adopted and apply to the meetings of the Authority as well as to the meetings of the Facilities Committee, the Organising Committee and all the subcommittees established under the provisions of section 20 of the Act.

4 Convening meetings

(1) The Chairpersons of the respective Committees shall convene meetings of the Committees as stipulated in the provisions of the Act.

(2) The Chairperson of the Committees may, however, call meetings as and when necessary.

(3) The frequency of meetings of subcommittees shall be as stated in the Terms of Reference issued to such sub committees.

5 Notice of Meetings

(1) The Secretary of a Committee shall give reasonable notice of the meeting. The notice shall specify the venue, date, time and the agenda for the meeting: Provided that a meeting may be called at a shorter notice in order to discuss, or resolve any urgent matter that may arise.

(2) The accidental omission to give notice of a meeting or non-receipt of notice of a meeting by a member shall not invalidate the proceedings of a meeting provided that a quorum was present at the meeting.

6 Quorum at meetings

- (1) The quorum for any meeting shall be a simple majority of the total number of members.
- (2) No business at a meeting may be transacted if a quorum is not present.
- (3) All members of a Committee shall have one vote each.
- (4) Where the voting is equal, the Chairperson or the person presiding shall in addition to the original vote have a casting vote.

7 Committee decisions

- (1) A decision of the Committee is passed if it is agreed to by all members present without dissent, or if a majority of votes cast are in favour of it.
- (2) A member present at a meeting is presumed to have agreed to, and to have voted in favour of a decision unless such member expressly dissents from, or votes against the decision at the meeting.
- (3) The decision of the chairperson on procedural matters shall be final and conclusive.
- (4) When there is no established procedure the Chairperson may, with the concurrence of the Committee by consensus, agree on a procedure to be adopted.

8 Keeping of Minutes

- (1) The Chairperson must ensure that minutes of meetings are kept of all proceedings at meetings in writing by the Secretary.
- (2) The Chairperson must ensure that the minutes of each meeting are reviewed and approved and such approvals recorded.

9 Voting

- (1) The voting at a meeting shall be by show of hands.
- (2) Where it is agreed by a majority of members of a Committee that any business of a Committee may be despatched by circulation of papers, the Secretary of such Committee shall circulate papers to all members of the Committee who may signify their decision in writing addressed to the Secretary.
- (3) If a member requests in writing addressed to the Secretary, a meeting to discuss any business so circulated, the decision of the Committee shall not be reached until such a meeting has been held.
- (4) A decision may be reached as a result of circulation of papers notwithstanding that a member does not respond if a majority of the members concur in the decision.
- (5) Where any member fails without reasonable cause to attend three consecutive meetings, such member shall be removed from office or be disciplined.

10 Presiding at meetings

In the absence of the Chairperson or Deputy Chairperson, any members present may nominate a member to preside at the meeting and such nominated member shall exercise the powers vested in the Chairperson.

11 Disclosure of interest

The provisions in the Act relating to disclosure of interest set-out in sections 9, 18, and 27 of the Act shall apply to meetings of all Committees established by virtue of the provisions of the Act.

MADE IN HONIARA this eighth day of March, 2019.

HON. RICK NELSON HOUENIPWELA, MP
PRIME MINISTER
