

44.806 Meeting preparation checklist - Victoria Artificial Intelligence Society

Meeting preparation checklist

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| 1 | Proper notice of meeting given: | |
| | <ul style="list-style-type: none">• Called by order of person authorised by constitution? <input type="checkbox"/>• Notice clear, and specific as to purpose and business of meeting? <input type="checkbox"/>• Specific date, time and place, all convenient to members? <input type="checkbox"/>• Provision for any proxies notified? <input type="checkbox"/>• Period of notice complies with constitution? <input type="checkbox"/>• Sent to all entitled to attend? <input type="checkbox"/> | |
| 2 | Chairperson's preparation: | |
| | <ul style="list-style-type: none">• Assists secretary plan agenda <input type="checkbox"/>• Homework on agenda items <input type="checkbox"/>• Aware of members' attitudes to agenda items <input type="checkbox"/>• Allocates agenda timing <input type="checkbox"/> | |
| 3 | Chairperson's preparation: | |
| | <ul style="list-style-type: none">• Key to open room, and details to disarm any security system? <input type="checkbox"/>• Someone present knows how to operate all electrical, heating, air-conditioning and audio-visual equipment <input type="checkbox"/>• Seating suitably arranged for numbers expected? <input type="checkbox"/>• Tables and chairs arranged for chairperson, secretary, other officers, and any guest speaker? <input type="checkbox"/>• Carafe of water and glasses for chairperson, secretary, other officers, and any guest speaker? <input type="checkbox"/>• Lectern arranged (if required)? <input type="checkbox"/>• Lights working? <input type="checkbox"/>• Sound system working? <input type="checkbox"/>• Any required voting forms prepared? <input type="checkbox"/>• Arrangements made to greet members and guests, to record members' names or proxies, to hand out any voting forms, etc.? <input type="checkbox"/> | |
| 4 | Commencement of meeting: | |
| | <ul style="list-style-type: none">• Only members are present unless the meeting is public or guests welcome? <input type="checkbox"/> | |

- Quorum present?
- Meeting started on time?
- Apologies recorded?

- 5 Meeting follows agenda?

- 6 Commencement of meeting:
 - In extreme circumstances chairperson may adjourn meeting
 - Normally only meeting may decide to close meeting
 - Turn off all electrical, heating or air-conditioning equipment, and close windows
 - Lock the premises and arm any security system

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