



# Quick Member Info

## Special Meetings

### **What is a special meeting?**

Special meetings, or extraordinary meetings as they are sometimes called, provide a P&C Association with an opportunity to discuss one or more specific matters which cannot be dealt with at the next scheduled general meeting because of urgency or some other declared reason.

### **Is a special meeting the same as a general meeting?**

No. Special meetings can only deal with business of which notice has been given. While apologies can be accepted at a special meeting no other formal business such as the minutes of the preceding meeting, correspondence, reports or general business can occur at this time.

### **Who can call a special meeting?**

The Executive or at least ten members of the P&C Association may request a special meeting be held. Requests for special meetings should be submitted to the Secretary in writing and should refer to the specific matter which will be raised and discussed. Once the request for a special meeting is received by the Secretary a special meeting must be held within one month.

### **How much notice is required for a special meeting?**

The Secretary must ensure that all existing financial members receive at least seven clear days' notice of any special meeting. The special meeting notice will indicate the time and place of the meeting as well as the specific business which will be transacted at the meeting.

### **Who presides at a special meeting?**

As in the case of general meetings and Annual General Meetings the President should preside.