



**A Special General Meeting of the Down To Earth (Victoria) Co-operative
Society Limited**

will be held at 7.30 PM on Thursday 30th August, 2018

Location CERES Learning Centre, 7 Lee Street Brunswick East, Vic

1. Opening of meeting
 2. Election of Chairperson & Minute Taker
 3. Acknowledgement of Traditional Owners
 4. Acknowledgement of members participating online
 5. Ratification of previous meeting minutes
 6. Presentation of reports (if applicable)
 7. General business on notice
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- A. That a restriction be placed on the occurrence of the number of 'short notice' Organising Committee meetings scheduled by the Corporate Secretary and/or DTE Board, to one per month.
 - I. Short notice being less than 72 hours notice to DTE members
 - II. Short notice as not correlating to the publicly advertised times (every fourth Thursday of each month) on official DTE websites.
 - III. Restricted meetings are logged by the Corporate Secretary and audited by the OC on a regular basis.

Rationale:

The DTE rules allow for the OC to be held “without notice” and in conjunction with an Board or CC; when meetings are called on a regular basis at ‘short notice’ this potentially homogenises the voting member eligibility, to a select few who read their emails the day before the meeting.

In the past several months there have been a high number of Organising Committee meetings scheduled with only 24hours notice to members.

Considering the Organising Committee sets policy for the Cooperative AND that this Committee follows a voting criteria of ‘3 out of 5’ attendances, for voting eligibility, it is imperative that members be given appropriate time to attend, in order to maintain their entitlement to vote.

Proposed by: Ellen Brogan, Supported by Tania Morsman and Barry Simmonds

- B. That members who have passed their National Mediation Certifications paid for by DTE, be authorised by the Board, to be officially designated mediators for internal disputes of the Cooperative within the following
- I. mediation applications are submitted via the Board
 - II. accredited mediation graduates agree to the designation
 - III. mediation parties ALL agree to the designation of said mediator.

Rationale

Currently we have one member enrolled (and three others authorised) to attend Nationally accredited mediation courses costing the Cooperative between \$2000 to \$3500 per person.

These courses were approved by the OC on the provision that this investment would be utilised by the Cooperative in a ‘skill share’ capacity.

It seems valid, and in the best interests of the Cooperative to authorise the accredited mediators, an opportunity to ‘reinvest’ their skills towards dispute resolution for the Cooperative; should they choose to do so.

Proposed by: Ellen Brogan, Supported by Tania Morsman and Barry Simmonds

- C. That a Chair of the CC, OC and Board meetings be asked to read the list of Resolutions passed for the year, prior to their Chairing. If a Chair allows a motion to be discussed or passed which contravenes a documented resolution, that members can determine the subsequent motion invalid via ‘matters arising’ at the following meeting.

Rationale

There have been a number of agenda items discussed and motions passed in recent months via a process which contravenes previous motions and could therefore be considered illegal.

There was a motion passed by consensus at the SGM on the 15.02.18 which stipulates a Meeting Agenda Deferment

- I. Motion: *That if a DTE facilitator is not present at a Board, OC or CC meeting, where their work or workgroup is added to the agenda by another person, that this agenda item is deferred until that facilitator is notified of the agenda item AND invited to attend the next relevant meeting*
- II. *At several recent meetings, motions have been passed without facilitators of said work processes being present at the meetings.*

Proposed by: Ellen Brogan, Supported by Tania Morsman and Barry Simmonds

- D. That all current directors and members nominating as director undergo the following checks, and that the results of these checks are made available to all DTE members.

ASIC Reports

Current and historical personal name extract

Disqualified person extract

National Police Check

Bankruptcy Check

Proposed by Steven Poynton.

- E. That DTE provides resources to help with these checks and pays for any fees associated with them. This may involve DTE engaging an external company to streamline the process.

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- F. That all directors and members nominating as director declare any interests or involvement with other organisations.

Proposed by Steven Poynton.