



VETERINARY PRACTITIONERS BOARD
AUSTRALIAN CAPITAL TERRITORY

Quorum policy

Purpose of policy

This policy provides a process for when the ACT Veterinary Practitioners Board (the Board) is unable to reach quorum in certain circumstances. It protects against the risk that due to illness or conflict of interest, the President and Deputy President cannot participate in the Board discussion and/or vote which is required under the *Veterinary Practice Act 2018* (the Act) to make decisions. Therefore, this policy ensures the Board can still fulfil their obligations in such circumstances by providing a procedure to follow to allow the Board to meet quorum.

Requirements for quorum

The Board is established and governed by the *Veterinary Practice Act 2018* (the Act). The Act prescribes the functions of the Board including the membership and quorum requirements. According to Section 100, the requirements for quorum are:

1. At least four members must be present; and
2. At least 1 of the 4 members are the President or Deputy President.

New Procedure for Reaching Quorum

Due to illness

Should quorum not be possible due to both the President and Deputy President being absent due to illness, the following process is proposed:

1. The Board discusses who to appoint as interim Deputy President.
2. The Board votes to appoint a member as interim Deputy President.
3. The outcome is noted in the minutes.

That person is to assume the role of Deputy President for the duration of the absence of both office holders.

Due to conflict

A conflict of interest, or potential conflict of interest, must be declared with the President prior to Board meetings upon receiving papers (refer to the Conflict of interest policy for further details).

Should quorum not be possible due to both the President and Deputy President having a conflict of interest, the following process is proposed:

1. The Board discusses who to appoint as interim Deputy President.
2. The Board votes to appoint a member as interim Deputy President.
3. The outcome is noted in the minutes.

Should quorum not be possible due to both the President and Deputy President raising a conflict of interest with the subject matter for discussion, the following process is proposed:

1. The President and Deputy President each explain their conflict.
2. The remaining Board members to discuss what mitigating strategies are required with reference to the Conflict of interest policy.
3. If both of the President and the Deputy President are to be recused or restricted, the Board discusses who to appoint as interim Deputy President.
4. The Board votes to appoint a member as interim Deputy President.
5. The outcome is noted in the minutes.

Should quorum not be possible due to the multiple conflicts of interest within the Board.

1. The complaint investigation should be undertaken by the Human Rights Commission (HRC)
2. The HRC should consider what mitigation strategies should be applied with reference to the Conflict of interest policy
3. If a quorum cannot be reached to allow for the Board to make a decision, the Minister should be informed to seek a solution