

Mearns FM Monthly Meeting Procedure

To aid the smooth running of the station, and ensuring we meet the requirements of a registered company, regular monthly meetings must be held by the board of directors. This document sets out the procedures relating to these meetings.

Purpose

These meetings are to facilitate the running of the station. Key decisions on policy and procedure will be made at these meetings. Planning for the future of the station will be carried out at these meetings. While the approval of project plans or consent given for major financial spend / commitment will also be made at these meetings.

Who Should / Who Can Attend

All members of the board should attend at least 75% of these meetings. Failure to meet this key commitment, notwithstanding extenuating circumstances, may require the director to step down and forfeit their voting rights.

Any member or prospective member of Mearns FM can attend the meetings in an observational capacity. If the member wishes to raise an item for discussion at a meeting, they must follow the procedure for adding agenda items as per below.

The board reserves the right to hold part or all of a meeting which is closed to non-directors. This right will only be invoked to discuss private and confidential matters i.e. personal issues.

Apologies

If for any reason a member of the board can't make the monthly meeting, they are required to submit their apologies. Submission must be made by sending an email to board@mearnsfm.org.uk, as this will ensure they are not missed. If apologies are not received the director will be marked as absent.

Agenda Items

The agenda will follow a structured pattern, with department heads being given a slot to discuss any departmental issues. In order to manage time effectively, directors / department heads should submit items for discussion, at least 5 days prior to the meeting, to the chairman in writing. This should include any supporting documentation.

If any member wishes to raise an item for discussion they should speak to the appropriate head of department or chairman. The department head or chairman will ensure it's added as an agenda item at the next available meeting.