

CAVAL Interest Groups and Advisory Committees

Operational guidelines

1 Group/Committee meetings

- 1.1 The Group/Committee meets at least four times per year, with extraordinary meetings being convened when appropriate.
- 1.2 The CAVAL Member Services representative, in consultation with the Chair, prepares an agenda for each meeting.
- 1.3 The attending CAVAL Member Services representative ensures that the minutes of each meeting are taken and that there is effective communication as to the group's activities.
- 1.4 The Chair will meet at least once a year with Chairs of other Interest Groups and Advisory Committees to coordinate programs and activities and to discuss issues of mutual interest relating to the organisation and management of CAVAL interest groups and committees.
- 1.5 The Chair represents the Group/Committee at meetings of the Products and Services Committee (PSC) and in other CAVAL meetings as appropriate.

2 Group/Committee office holders

- 2.1 If the Chair is unavailable to chair a meeting/s, the Deputy Chair will chair. If neither is available, a delegated member will 'act as the Chair' and report back to the Chair within one week of the meeting.
- 2.2 In the event of the resignation of the Chair within six months of the next Chair election, the Deputy Chair will assume the role of Acting Chair for the remainder of the term. A new Deputy Chair will be elected at the next Group meeting for the remainder of the term.
- 2.3 In the event of the resignation of the Chair any time before six months from the next Chair election, the Deputy Chair will assume the role of Acting Chair until the next Group meeting where a new Chair election will take place. The new Chair will remain Chair until the next Chair election.

3 Group/Committee Chair and Deputy Chair elections

- 3.1 The CAVAL Member Services representative will notify the Group/Committee via email about the upcoming election of Chair and Deputy Chair at least two (2) weeks prior to the final Group/Committee meeting of each even-numbered year. The Group/Committee members are asked to notify the CAVAL Member Services representative via email of their intention to contest the election prior to the final Group/Committee meeting of the even-numbered year.
- 3.2 If one person nominates for each of the positions, a show of hands will confirm the appointment of Chair and Deputy Chair at the final Group/Committee meeting of the election year.
- 3.3 If more than one person nominates for each of the positions, a confidential vote via email is conducted after the final Group/Committee meeting of the election year. The

CAVAL Member Services representative notifies the entire Group/Committee of the candidates for the Chair and Deputy Chair positions via email. Each Group/Committee member subsequently email their preference to the CAVAL Member Services representative directly. Once all votes have been received the CAVAL Member Services representative collates the votes and notifies the Group/Committee of the election outcome which will take effect from 1 January of the subsequent odd-numbered year.