

Commonwealth Parliamentary Association



**Revised rules and by-laws
for the
Australian region**

(Adopted, Vanuatu, 27 July 1993,
amended September 2003, 15 March 2013, 7 March 2014 and 27 May
2016)

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Commonwealth Parliamentary Association

RULES

Preamble

Commonwealth Parliamentarians who, irrespective of race, religion or culture, being united by community of interest, respect for the rule of law and individual rights and freedoms, and by pursuit of the positive ideals of parliamentary democracy, have established the Australian Region, pursuant to the Constitution of the Commonwealth Parliamentary Association (“the Association”):

Aims

1. The aims of the Australian Region of the Association are:
 - (a) to promote knowledge of the constitutional, legislative, economic, social and cultural aspects of parliamentary democracy, with particular reference to all branches of the Region; and
 - (b) to foster close relationships with all regions of the Association and in particular the Pacific Region.

Pursuit of Aims

2. The Region shall pursue its aims:
 - (a) by arranging regional conferences and seminars, other conferences, meetings and study tours;
 - (b) by providing facilities for the exchange of visits between members of the branches of the Association; and
 - (c) by the establishment of a Regional Secretariat.

Patron

3. (1) On the acceptance by the prospective appointee of an invitation by the Management Committee to hold the office, the Region may appoint a Patron of the Region.
 - (2) The Patron of the Region shall be:
 - (a) a person of the highest eminence dedicated to the ideals represented by the Commonwealth; and
 - (b) the honorary titular head of the Association who may be expected, whenever possible, to attend formal gatherings of the Region.

Member Branches

4. (1) The Region is composed, for the time being, of the following branches:

Australian Capital Territory
[Commonwealth of Australia suspended 15 March 2013]
New South Wales
Norfolk Island
Northern Territory
Queensland
South Australia
Tasmania
Victoria
Western Australia

- (2) Alterations to the membership of the Region shall be undertaken pursuant to the provisions of rule 9 and the Constitution of the Association.

Management of the Region

5. (1) The management of the affairs of the Region is vested in the Management Committee.
- (2) Except as otherwise provided by the by-laws, the Management Committee shall comprise:
 - (a) one or more Branch Presidents from each branch of the region; or
 - (b) a member of the Branch Executive Committee with authority to act on behalf of his or her branch.
 - (c) when considering a motion for the disbursement of moneys from the Pacific Parliamentary Partnership Fund, or any motion affecting the fund, a representative of the Commonwealth Parliament.
- (3) The rules governing the conduct of the Management Committee shall be in accordance with the by-laws.

Regional Representatives

6. (1) The Region shall be represented by three regional representatives one of whom shall retire each year, after having served a three year term.
- (2) It is the function of regional representatives to represent the views and concerns of the Australian Region at Executive Committee meetings of the Association and to the Association's Headquarters Secretariat.
- (3) In representing the interests of the Region, regional representatives shall:
 - (a) maintain close liaison with the branches of the Region through the Branch Presidents and Secretaries;
 - (b) actively consult with the branches of the Region, keeping them informed of developments within the Association; and
 - (c) undertake their responsibilities in accordance with the rules and by-laws.

Regional Secretariat

7. [~~(1) The Regional Secretariat established under the rules shall, subject to agreement by the Region, be based in Canberra.~~
- ~~(2) The Regional Secretary shall, while the Secretariat is based in Canberra, be an officer of the Parliamentary Relations Office in the Parliament of the Commonwealth of Australia.~~ paragraphs (1) and (2) suspended 15 March 2013]
- (3) The Regional Secretary shall:
 - (a) maintain close liaison with the branches of the Region through the Branch Presidents and Secretaries;

- (b) act as a dissemination point to branches for all material received from other regions of the Association and the Headquarters Secretariat; and
- (c) undertake all duties and responsibilities in accordance with the rules and by-laws.

Regional Activities

8. (1) *Activities with other regions:*

Any activity in the Australian Region may, with the concurrence of the Region, be undertaken in association with other regions.

(2) *Regional conferences:*

- (a) the branches of the Region shall hold a regional conference of member branches biennially, unless otherwise determined by the Region;
- (b) rules associated with the conduct of regional conferences shall be in accordance with the by-laws; and
- (c) where no provision is made in the rules and by-laws for a particular question before the Chair, rulings may be made in accordance with the practices of the Host Branch.

(3) *Twinning Arrangements:*

Between Australia State and Territory legislatures and Pacific legislatures that were agreed in 2007. ¹

(4) *Other activities:*

Other additional activities within the Region and between Regions may be conducted, from time to time, subject to agreement by the Region.

Amendment of the Rules and By-laws

9. (1) An amendment of these rules and by-laws may be proposed by either:

- (a) a branch; or
- (b) the Management Committee.

¹ Australian Capital Territory Legislative Assembly and the Kiribati Parliament.

New South Wales Parliament and the Parliaments of Solomon Islands and Bougainville.

Norfolk Island Legislative Assembly and the Niue Parliament.

Northern Territory Legislative Assembly and the Niue Parliament.

Queensland Parliament and the Parliaments of Papua New Guinea and Vanuatu.

South Australia Parliament and the Parliaments of Tonga and the Marshall Islands.

Tasmania Parliament and the Parliament of Samoa.

Victorian Parliament and the Parliaments of Nauru, Fiji and Tuvalu.

Western Australia Parliament and the Parliament of the Cook Islands.

- (2) Notice of a proposed amendment shall be given in writing to the Regional Secretary who shall notify branches as soon as possible.
- (3) The Regional Secretary upon receipt of a proposed amendment by a branch shall consult with the Chairman of the Management Committee who, if satisfied that the amendment is in accordance with the rules, shall notify all branches that:
 - (a) if a meeting of the Management Committee is to be held not less than 30 days nor more than 90 days after receipt, by the Regional Secretary, the proposed amendment shall be submitted to the Management Committee;
 - (b) if no meeting of the Management Committee is to be held within the specified period, the proposed amendment shall be submitted to a postal vote by all branches to be conducted not less than 30 nor more than 90 days after receipt by the Regional Secretary; and
 - (c) such postal vote shall provide for a vote:
 - (i) in favour of the proposed amendment;
 - (ii) against the proposed amendment; and
 - (iii) deferment of the proposed amendment for consideration by the next meeting of the Management Committee.
- (4)
 - (a) Where the amendment is proposed by the Management Committee, it may consider the amendment provided that it meets not less than 30 days nor more than 90 days after receipt of the proposed amendment by the Regional Secretary; and
 - (b) if no meeting of the Management Committee is to be held within the specified period, the proposed amendment shall be submitted to a postal vote by all branches, as provided for in this rule.
- (5) A proposed amendment shall be adopted if approved:
 - (a) by at least a two-thirds majority of all branches, through their representatives at a Management Committee meeting; or
 - (b) by a two-thirds majority of all branches in a postal vote.
- (6) A proposed amendment which is not adopted in a postal vote shall be referred for consideration to the next meeting of the Management Committee if the combined vote of the branches:
 - (a) in favour of the proposed amendment; or
 - (b) in favour of deferment of the proposed amendment;is not less than two-thirds of all branches, otherwise the proposed amendment shall be negated.

Suspension of Rules and By-Laws

- 9A. (1) The Management Committee may suspend or dispense with any of these rules or by-laws or any part of a rule or by-law by a motion approved by at least a two-thirds majority of all branches, through their representatives at a Management Committee meeting.
- (2) The Management Committee may substitute suspended rules or by-laws or any part of a rule or by-law by a temporary rule or by-laws by a motion approved by at least a two-thirds majority of all branches, through their representatives at a Management Committee meeting.
- (3) A suspension of these rules and by-laws may be proposed by either:
- (a) a branch; or
 - (b) the representatives of a branch at a Management Committee meeting.
- (4) Notice of a motion to suspend or dispense with any of these rules or by-laws is not required, however if notice of a motion is provided the Regional Secretary shall notify branches of the notice of motion as soon as possible. **inserted 15 March 2013]**

Revocation of the Former Rules

10. (1) As from the date at which these rules come into effect, the previous rules are revoked without prejudice to action taken under them.
- (2) Persons appointed, nominated or elected under the provisions of the previous rules who are in office on the date that these rules come into effect, shall continue in office for the remainder of their term of office.
- Commonwealth Parliamentary Association

BY-LAWS

Schedule 1: Management Committee

Schedule 2: Regional Representatives

Schedule 3: Regional Conferences

Schedule 4: Regional Seminars

BY-LAWS

Schedule 1

Management Committee

Management Committee

The branches of the Region shall establish a Management Committee to manage the affairs of the Region in accordance with its rules and by-laws.

Composition

1. (1) The Management Committee shall be comprised of one or more Branch Presidents from each branch in the Region, as well as the Chair of the Steering Committee of the CPA Australian Region Commonwealth Women Parliamentarians (CWP).
- (2) The appointment and/or replacement of a Branch President, to represent the branch on the Management Committee, is exclusively a matter for each branch, or, in the case of the Chair of the Steering Committee of the CWP, the Steering Committee.
- (3) Should a Branch President or the Chair of the Steering Committee of the CWP be unable to attend a meeting of the Management Committee, that Branch President or the Chair of the Steering Committee of the CWP, shall be entitled to nominate another member or Secretary of that branch or member of the CWP Steering Committee to attend the meeting as his or her delegate.
- (4) The Regional Secretary shall act as secretary to the Management Committee.

Chairman

2. (1) Unless otherwise determined, the Chairman of the Australian Region Management Committee shall be nominated by the respective branches in the following order of rotation:

Australian Capital Territory
Tasmania
South Australia
Northern Territory
Western Australia
Victoria
New South Wales
Norfolk Island
Queensland
~~Commonwealth of Australia~~ **suspended 15 March 2013]**

The nominated Chairman, or that person's successor in office (if the Branch has not nominated another person), will remain Chairman until the next annual meeting (to be held no later than 30 September in each year).

- (2) The Chairman shall perform such functions as are delegated to the Chairman by the Management Committee or provided for in the rules and by-laws.
- (3) Should the office of Chairman become vacant between meetings of the Committee, its members may elect an Acting Chairman until the next meeting of the Committee. The Acting Chairman shall have all powers and may perform all functions of the Chairman.

Meetings

3. (1) The Management Committee may conduct its annual meeting at the time of every Regional Presiding Officers' and Clerks' Conference, and if held then, the time and date for the annual meeting shall be subject to the agreement of the Conference host.
- (2) The Management Committee shall meet at other times as and when necessary.
- (3) At the discretion of the Branch hosting the Presiding Officers' and Clerks' Conference, Regional Representatives shall be invited to attend meetings of the Management Committee as observers to report on Executive Committee matters.

Notice

4. (1) The Regional Secretary in consultation with the Chairman shall provide a minimum of 30 days notice to each member of a meeting of the Management Committee.
- (2) Notice of a Committee meeting shall include the date and place of the meeting and the draft agenda, which shall be approved at the meeting.

Quorum

5. The quorum for a meeting of the Management Committee shall be two-thirds of all branches.

Management Committee Decisions

6. (1) On each question before the Management Committee, each branch is entitled to one vote.
- (2) Decisions of the Management Committee shall be binding on all branches of the Region provided that:
 - (a) the meeting has been convened in accordance with the Region's rules and by-laws;
 - (b) not less than 30 days and not more than 90 days notice has been given of the meeting; and
 - (c) at least two-thirds of all branches, through their representatives on the Committee, support the decision.

Urgent Matters

7. (1) The Management Committee may, when it is impracticable to call a meeting, transact any urgent business by a resolution approved in writing by a two-thirds majority of the Committee members; any decision taken shall be as valid and effectual as if it had been passed at a meeting of the Management Committee.
- (2) A proposed amendment to the rules and by-laws as provided for in Rule 9, shall not constitute an urgent matter for the purposes of by-law 7, paragraph 1, of this Schedule.

Reporting

8. A report on the recommendations and decisions made at each Management Committee meeting, or any urgent business transacted, shall be distributed to all branches by the Regional Secretary within 30 days after the meeting.

BY-LAWS

Schedule 2

Regional Representatives

Regional Representatives

Representation

1. (1) The Region shall, in accordance with the Commonwealth Parliamentary Association's Constitution, be represented by three regional representatives who will represent the Region on the Association's Executive Committee.
- (2) Each regional representative shall be elected for a three year term subject to the provisions of the Commonwealth Parliamentary Association's Constitution, which provides for two year terms, at the request of the Region.

~~[(3) Unless otherwise determined by the member branches of the Region:~~

- ~~(a) the Commonwealth of Australia Branch shall have permanent representation providing one of the three regional representatives each term; and~~
- ~~(b) the remaining two regional representative positions shall be nominated by the State and Territory branches in accordance with the following rotation:~~

~~South Australia
New South Wales
Victoria
Tasmania
Queensland
Western Australia
Norfolk Island
Australian Capital Territory
Northern Territory **suspended 15 March 2013**]~~

[(3) The three regional representative positions shall be nominated by the State and Territory branches in accordance with the following rotation:

South Australia
New South Wales
Victoria
Tasmania
Queensland
Western Australia
Norfolk Island
Australian Capital Territory
Northern Territory **substituted 15 March 2013]**

Stand-by Branch

2. Where a regional representative, or the branch's delegate for the regional representative, is unable to attend an Executive Committee meeting or other meeting relevant to his or her office, the next branch in rotation set out in this Schedule shall provide an alternate for any one of the three representatives. The branch providing the alternate shall be the Stand-by Branch.

Duties

3. (1) Regional representatives shall, wherever possible, ensure that each branch is visited by at least one of them each year; and
- (2) Regional representatives shall, before each mid-year meeting of the Executive Committee and annual Commonwealth Parliamentary Conference, inquire of branches in the Region on:
 - (a) matters of which notice has been given and which will be debated at the meetings;
 - (b) matters which individual branches may wish to have raised on their behalf at meetings of the Executive Committee;
 - (c) either individually or jointly report back to each branch on the results of each meeting within a reasonable time; and
 - (d) prepare a report every second year for presentation to the Regional Conference on developments in the Commonwealth Parliamentary Association and work undertaken during each regional representative's period of office.

Secretariat Assistance

4. The Regional Secretariat shall provide every assistance to the region's representatives as required in:
 - (a) preparing briefing papers prior to attendance at Executive Committee meetings;
 - (b) arranging visits to branches in the Region;
 - (c) distributing reports and other documentation to all branches on behalf of the regional representatives; and
 - (d) providing other assistance relevant to their office and duties as regional representatives.

BY-LAWS

Schedule 3

Regional Conferences

Regional Conferences

The branches of the Region shall hold a regional conference of member branches annually, in those years in which a regional seminar is not being held, unless otherwise determined by the Region.

Aims

1. The main aims of the Conference are:
 - (a) to exchange views and information on matters of general or common interest within the Region and between regions in the field of international affairs;
 - (b) to exchange views and information on matters of specific interest to member branches on domestic or local issues;
 - (c) to exchange views and information on the principles, rules and procedures of parliamentary democracy;
 - (d) to advise and be advised by regional representatives on the Executive Committee of the Commonwealth Parliamentary Association; and
 - (e) to maintain liaison between the Australian Region and the Pacific Region and between branches of the regions, and to promote activities in furtherance of the aims of the Commonwealth Parliamentary Association.

Venue

2.
 - (1) The venue for each conference shall be determined at the immediately preceding conference or as otherwise mutually agreed by correspondence between all member branches, on the recommendation of the Management Committee.
 - (2) where the Conference is undertaken in association with the Pacific Region, as far as practicable the venue shall alternate between the Australian Region and the Pacific Region.

Agenda

3.
 - (1) A provisional agenda shall be determined by an Agenda Committee which shall be comprised of:
 - (a) a representative of the branch hosting the Conference;
 - (b) a representative of the Host Branch of the immediately preceding conference;
 - (c) the Chairman of the Management Committee; and
 - (d) the Regional Secretary (as secretary).
 - (2) The Agenda Committee shall generally conduct its business by correspondence, and shall circulate a provisional agenda and such other matters relating to the agenda as it deems necessary, to all branches participating in the Conference at least three months before the Conference.
 - (3) All participating branches may submit proposals for inclusion in the Conference Agenda.

- (4) Proposals should:
 - (a) conform generally with the aims of the Conference set out in by-law 1 of this Schedule; and
 - (b) be of importance and common interest to the member branches of the Region.
- (5) Proposals may be:
 - (a) items of wide concern, parliamentary significance, or controversy in the international field provided they have relevance in the Region;
 - (b) suggestions for lectures on topical or important issues by recognised authorities in any particular field; and
 - (c) matters for discussion of interest to delegates at the Conference.
- (6) Proposals must not:
 - (a) interfere with, alter or lessen the autonomy of any member branch; or
 - (b) infringe the Constitution of the Commonwealth Parliamentary Association.
- (7) The Agenda, as proposed by the Agenda Committee, shall be adopted with or without amendment by the Conference at its first meeting; any additional item proposed by a delegate must have the endorsement of the delegate's branch.

Convenor

4. The Secretary of the Host Branch shall convene the Conference and act as Chairman until a Chairman is elected.

Order of Business

5. (1) Unless otherwise determined by the Conference, the order of business shall be:
 - (a) election of the Chairman and Deputy Chairman of the Conference;
 - (b) appointment of the Secretary and Deputy Secretary of the Conference;
 - (c) official opening of the Conference by the nominee of the Host Branch;
 - (d) adoption of the agenda;
 - (e) any address on a specified subject in the terms of subparagraph 3(4)(b);
 - (f) the receipt of reports from the Australian regional representatives;
 - (g) consideration of the agenda items;
 - (h) consideration of venue for the next regional conference; and
 - (i) other business.

Open and Closed Sessions

6. (1) All proceedings of the Conference shall be in open session unless otherwise ordered by the Conference.
- (2) Closed sessions will be restricted to the Chairman, Deputy Chairman, delegates, secretaries and official and unofficial observers.

Host Branch

7. (1) As a general rule conferences shall rotate among member branches.
- (2) Where the Conference is undertaken in association with the Pacific Region, a Pacific branch may offer to host the Conference as provided in by-law 2(1) and (2) of this Schedule.
- (3) The Host Branch will:
 - (a) convene the Conference;
 - (b) make all arrangements for the Conference and the visit;
 - (c) provide the Conference Secretariat; and
 - (d) provide a summary report of the Conference proceedings within 90 days after the Conference being held.

Regional Secretariat

8. (1) The Conference shall be serviced by the Regional Secretariat.
- (2) The Regional Secretariat, in consultation with the Chairman of the Management Committee, shall:
 - (a) act as a central distributing agency for all member branches and particularly for the Host Branch and the regional representatives;
 - (b) not less than six months before the date for the next conference, invite member branches to submit proposals for the Agenda by a specified date;
 - (c) convene meetings of the Agenda Committee;
 - (d) not less than three months before the next Conference, circulate the provisional Agenda, as determined by the Agenda Committee, together with any position or supporting papers, to all member branches; and
 - (e) provide assistance to the Host Branch to complete the summary report of conference proceedings within 90 days after the Conference being held and arrange for its distribution to participating branches and other interested organisations.

Financial Arrangements

9. (1) The Host Branch shall be responsible for the provision of internal travel, local transport and official hospitality for the delegates, official observers and invited officials.

- (2) All other delegates', official observers' and officials' costs, including travel to and from the venue and accommodation, will be the responsibility of the respective branches.
- (3) Unofficial observers shall meet all their own costs.

Delegates, Observers and Advisers

10. (1) Each member branch shall have the right to be represented by two participating delegates, who shall be:
 - (a) a member of Parliament; and
 - (b) a financial member of the branch.
- (2) The Australian regional representatives shall be entitled to attend the Conference as full participating delegates in their own right.
- (3) When the Conference is undertaken in association with the Pacific Region, the Management Committee, with the express agreement of the Host Branch, may invite:
 - (a) other branches in the Pacific Region to send up to two participating delegates to the Conference, who shall be:
 - (i) a member of Parliament; and
 - (ii) a financial member of the branch; and
 - (b) regional representatives from the Pacific Region as full participating delegates in their own right.
- (4) The Host Branch may invite officers of the Executive Committee of the Commonwealth Parliamentary Association to attend the Conference as official observers.
- (5) All participating delegates have the right to participate in Conference decisions.
- (6) Each member branch shall be entitled to send its Secretary or other nominated official to the Conference as an adviser.
- (7) With the approval of the member branches, the Host Branch may invite kindred organisations to send an unofficial observer to the Conference.
- (8) Where a branch wishes to send additional delegates to the Conference, attendance shall be subject to the agreement of the Chairman of the Management Committee and the Host Branch; such delegates shall attend the Conference as unofficial observers.
- (9) Any other CPA Member in Australia or the Pacific can nominate themselves to participate but at their own cost.
- (10) Each other CPA region be invited to send 2 delegates at their own cost.

Duties of Officers of the Conference

11. (1) The Chairman, or in the absence of the Chairman, the Deputy Chairman, shall:
 - (a) preside at all meetings of the Conference;

- (b) by consensus of the Conference, determine the order of the proceedings;
 - (c) conduct the business of the Conference; and
 - (d) fix times for the meetings and adjournment of the Conference.
- (2) The Secretary of the Conference shall act as adviser to the Chairman and Deputy Chairman and record the proceedings of the Conference.
- (3) The Secretary of the Conference may invite one or more Branch Secretaries attending the Conference to assist with the Secretary's duties.
- (4) The Regional Secretariat shall:
- (a) as directed by the Convenor, coordinate arrangements for the Conference;
 - (b) as directed by the Secretary of the Host Branch distribute the summary report of the Conference; and
 - (c) provide secretariat assistance between conferences as requested by the Chairman of the Management Committee or upon the request of a member branch.

Right to Speak

12. (1) A participating delegate to the Conference may speak:
- (a) to initiate discussion on a specific matter;
 - (b) to any matter before the Conference which is open to debate;
 - (c) to any matter open for discussion;
 - (d) to order; and
 - (e) by leave of the Chairman, to make a personal explanation.
- (2) An official observer to the Conference may speak:
- (a) to initiate discussion on a specific matter;
 - (b) to any matter before the Conference which is open to debate;
 - (c) to any matter open for discussion; and
 - (d) by leave of the Chairman, to make a personal explanation.
- (3) An unofficial observer may speak by invitation of the Chairman:
- (a) to any matter before the Conference which is open to debate;
 - (b) to any matter open for discussion; and
 - (c) by leave of the Chairman, to make a personal explanation.
- (4) An official or adviser may speak by invitation of the Chairman:
- (a) to elucidate a matter under discussion; and

- (b) to a matter for discussion which has been sponsored by that person's branch.

Time Limits on Speeches

13. Time limits on speeches shall be:

- (a) for the initiation of debate 15 minutes
- (b) for support or otherwise of a matter under debate 10 minutes
- (c) in reply to debate 5 minutes.

Commonwealth Women Parliamentarians (CWP)

Order of Rotation

Tasmania
Queensland
Norfolk Island
South Australia
Victoria
Western Australia
Northern Territory
Australian Capital Territory
[Commonwealth of Australia suspended 15 March 2013]
New South Wales

Rules for the CPA Australian Region Commonwealth Women Parliamentarians (CWP) Steering Committee

Membership

The Committee will be comprised of one female representative from each Australian State and Territory CPA Branch and the CWP Australian Region representative.

The method of selecting representatives is to be determined by each Branch. It is expected that the representatives would be elected for the life of the respective Parliaments.

Branches can also appoint a nominee as an alternate to the selected representative, for the purpose of attending CWP Steering Committee meetings when the representative is not able to attend meetings.

Chair

The Chair of the Steering Committee will be elected through a vote of all the Australian Region CWP members.

The CWP Australian Region Representative be elected through a vote of the CWP Australia Steering Committee, comprising a representative from each of the region branches.

The CWP Australian Region Representative is the Deputy Chair of the Steering Committee.

CWP Australia Region Representative

The CWP Australia Region Representative will represent the region on the Commonwealth Women Parliamentarians International Steering Committee.

The CWP Australian Region Representative will be elected through a vote of all the Australian Region CWP members for a term of three years.

The three year term will coincide with the term of the Australia Region Representative on the CWP International Steering Committee.

In the absence of the Chair, the Deputy Chair shall chair the meetings.

Role

The role of the Steering Committee members is to promote parliamentary service for women throughout the region and to represent women parliamentarians' views and concerns.

Steering Committee representatives will:

- consider what the CWP does and endeavour to raise its profile in the Australian Region;
- consider broader Commonwealth issues and how Australia works with the rest of the Commonwealth, including in the Pacific; and
- be involved with CWP activities at regional events.

The Steering Committee will also facilitate the process for the election of the CWP Australian Region representative and provide support and information to the representative.

Activities

Steering Committee Meetings

The Steering Committee shall meet quarterly, or as otherwise agreed by the Steering Committee.

Meetings can be conducted either face-to-face or via electronic means.

The Secretariat in consultation with the Chair shall provide a minimum of 21 days' notice to each member and Branch of a meeting of the Steering Committee.

The quorum for a meeting of the Steering Committee shall be 5 members.

The location of meetings shall be agreed by the Steering Committee, with a view to rotating the location throughout the Branches.

Minutes of Steering Committee Meetings will be maintained and circulated within 21 days of the meeting to Committee Members and Branch Secretaries for circulation to other members.

Other CWP Activities

If feasible, an annual conference, seminar or workshop is to be arranged.

Women parliamentarians from the branches will be invited to attend the workshop.

The theme, agenda and location of the workshop shall be determined by the Steering Committee. However, the workshop would be designed to:

- foster closer relationships between women parliamentarians in all Branches of the Region.
- provide an opportunity for members to discuss and act on gender-related and other issues in the Australian Region and internationally.
- provide opportunities for strategic discussion and development for women parliamentarians.

The Rules for the CPA Australian Region Commonwealth Women Parliamentarians (CWP) Steering Committee to be reviewed annually within the first three years.

Other activities to be arranged and supported as agreed by the Steering Committee.

Budget

The Steering Committee shall submit any required budget proposals to the Australian Region CPA Management Committee for consideration.

Transportation and accommodation costs for CWP Steering Committee meetings shall be the responsibility of each participating Branch.

Regional Secretariat

A Secretariat for the Steering Committee will be provided by the Branch that has the Chair of the CWP Steering Committee.