


Institute of Quarrying Australia

		IQA Policy P2	
National Secretariat		Board Dispute Resolution	
Policy Number:	P2	Version:	P2-02
Date Adopted:	4/10/17	Contact:	Company Secretary

Introduction

The Board of The Institute of Quarrying Australia (IQA) is committed to reaching a speedy and just resolution of any disputes or grievances that may arise and that may threaten the harmonious functioning of the Board.

Purpose

This policy is designed to set out the process for resolution of disputes or grievances involving the Board.

Policy

All Board members will follow the procedures set out below.

This policy refers to disputes:

- Between Board members;
- By a member regarding a Board process; and
- By a member regarding a resolution of the Board.

Procedures

1. The dispute must be articulated in writing and sent to the President. The President must acknowledge receipt of this document within two days.
2. The President will use his/her discretion to bring the issue to the next General Board meeting or call a Special General Meeting.
3. When raised at the Special or General Meeting all people involved in the dispute will be given the right to be heard.
4. The matter should be heard with all Board members present, unless they have advised in writing that they are aware there is a dispute resolution meeting being held and they are unable to attend.
5. The President will call for a motion from the Board to seek further legal advice, to refer the matter to the Corporate Governance Committee, to dismiss the complaint or to take alternate action. The motion will be voted on by all members present at the meeting.
6. A Board decision may be reviewed where:
 - New information has come to light that was not available when the original decision was made.
 - The Board has become aware of an error in previous information that was used to make the decision.
 - A Board member did not feel able to present his/her case.
7. Rescinding or altering motions at General Meetings must follow the following criteria:
 - a. A notice of motion to alter or rescind a resolution of the Board, must be signed by 3 directors if less than 3 months has elapsed since the resolution was passed.
 - b. A motion may be moved on the report of a Committee of the Board to alter or rescind a previous Board resolution.

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- c. If notice of motion to rescind or alter a resolution is given at the Board meeting at which the initial resolution is carried, then the resolution must not be carried into effect until the motion of rescission or alteration has been dealt with.
- d. For a notice of motion to alter or rescind a resolution of the Board to be successful a 75% majority of Board members in attendance must vote for the alteration or rescission motion.
- e. The Company Secretary is to consult the President and Deputy President to determine whether a special meeting of the Board is to be held to consider a notice of motion to rescind or alter a resolution of the Board, otherwise the notice of motion will be considered at the next scheduled Board meeting.
- f. If a notice of motion to alter or rescind a resolution of the Board is lost, a motion to the same or similar effect may not be moved until after the expiration of 3 months after the date on which the first-mentioned motion was carried.
- g. The reasons for or why the change was necessary to rescind or alter a motion have to be provided and distributed to the Board prior to the Board meeting to consider same for those rescission or alteration motions that were not considered at a Board meeting where the initial resolution is carried.

Responsibility

It is the responsibility of the President to ensure any Board dispute is processed in accordance with this policy.