



Africa Association of
Quantity Surveyors

GUIDELINES FOR SUBMISSION AND REPORTING BY BOARDS / COMMITTEES

CONSTITUTIONAL OBLIGATIONS

Extracts:

11.1 The agenda and, as far as possible the principal documents, shall be sent to all
1 members of the **council** at least 2 (two) months before the appointed date of a
meeting

14. Reports and minutes of meetings of such **boards** shall be submitted to
3 the **council** and **executive committee** for ratification at intervals determined by
the **council**

14. Reports and minutes of the meetings of such **committees** shall be submitted to,
6 the **council** and the **executive committee** for ratification at intervals determined by
the **executive committee**

WORKING PRACTICES: PRE-MEETING

1. The Minutes of Meetings will be made available to all Council Members within 2 (two) weeks of such an event. This will enable all Boards / Committees to confirm details agreed upon which require further action.

2. Boards / Committees are to organise their activities in a manner which permits necessary work to be done effectively and timeously between meetings. Minutes of Board / Committee meetings are to be submitted electronically to the Secretariat within 2 (two) weeks of such an event. These Minutes will not be included in the Meeting Pack (referred to below), but will be available for reference purposes, if necessary, by the Secretariat. Any Board / Committee representative attending an Executive Committee or Council Meeting is required to have a copy of their meeting minutes available for reference purposes, if necessary.

3. Clause 11.11 above is clearly not possible to achieve practically, other than for General Assembly Meetings. For Council and Executive Committee Meetings, the Notice and

Agenda for the Meeting will be issued electronically at least 1 month prior to such an event.

4. The Secretariat will be responsible for issuing the principle documents (commonly referred to as the “Meeting Pack”) at least 2 (two) weeks prior to the appointed date of meeting.

5. All Boards / Committees, and Office Bearer Reports MUST be submitted electronically to the Secretariat at least 3 (three) weeks prior to the appointed date of meeting. These reports should be comprehensive in coverage, but in a format that is easy to digest. All matters relating to Key Performance Indicators (KPI's) should be reported upon at each meeting

WORKING PRACTICES AT MEETINGS

1. When the above pre-meeting objectives have been successfully attained, effective management of the meeting will be enhanced. At the Executive Committee / Council Meetings, each Board / Committee should be represented by their chairperson, or a nominated alternate, either physically or online.

2. All Council Members attending a meeting are to prepare for the meeting by reading the Meeting Pack in the 2 weeks preceding the event.

3. Paper copies of the Meeting Pack will not be made available to attendees of Executive Committee / Council meetings – 2 printed copies will be available however for general reference purposes. Whilst it is usual practice to project agenda items onto a screen in the meeting room, attendees may experience difficulties in viewing this and / or the visual presentation may not be available for technical reasons. Attendees are therefore advised to take laptops to the meeting, with the Meeting Pack installed thereon, for their individual usage.

4. Representatives will be given a maximum of 10 minutes to speak to their written reports, the contents of which should not be repeated. Representatives are to complement the report in two respects only: (a) Matters which may have been incorrectly documented in their written reports to be corrected / explained (b) Issues which are considered important and have occurred in the period since the written report was submitted.

5. The AAQS President / Chair of the Meeting will then open up the floor for questions and debate on each report. The time allowed for such debate is at the discretion of the Meeting Chair.

6. Where discussion on a report requires future action by the Board / Committee, the representative at the meeting is responsible for ensuring that any such direction is addressed by the Board / Committee within 2 weeks of the meeting.

26th March 2025