



1st published May 2014.
Updated July 2016

**Motorcycling Queensland
committee & subcommittee governance policy**

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Schedule 1: Matters for all MQ committee or subcommittees

- Meet at least once a year, and more often if possible, with other committee or subcommittees whose business is relevant to the business of your committee or subcommittee.
- Identify opportunities for increasing participation in the events, activities or groups for which the committee or subcommittee is responsible.
- Identify new events and activities that may increase participation and attract new participants to the events activities or groups for which the committee or subcommittee is responsible and make recommendations to the MQ board in respect of those suggested new events and activities.
- Identify individuals and organisations that may be able to assist with the development of the events, activities or group for which the committee or subcommittee is responsible and make recommendations to the MQ board on how that assistance may be engaged.
- Review rule changes proposed by MA and MA commissions that are relevant to the matters for which the committee or subcommittee is responsible and make recommendations to the MQ board about those proposed changes.
- Identify GCR rule changes that may assist with the development of the events, activities or groups for which the committee or subcommittee is responsible and make recommendations to the MQ board on suggested GCR rule changes.
- Identify opportunities, and develop proposals, for attracting sponsorship and funding from outside MQ to support the events, activities or groups for which the committee or subcommittee is responsible.
- Identify opportunities for cooperation between clubs that may assist with the development of any events, activities or groups for which the committee or subcommittee is responsible and make recommendations to the MQ board about how the MQ board and MQ office may assist in promoting that cooperation.
- Identify skills and resource deficiencies in clubs, the resolution of which may assist with the development of the events, activities or groups for which the committee or subcommittee is responsible and make recommendations to the MQ board about how the MQ board and MQ office may assist in resolving those skills and resource deficiencies.
- Identify sources of government funding and other support and training that will assist with developing the event, activities and groups for which the committee or subcommittee is responsible and make recommendations to the MQ board how the MQ board or MQ office may assist with exploiting those opportunities.

1 MQ structure and role of the committee or subcommittee

MQ structure, governance and conduct

1.1 Under the MQ constitution adopted 2 May 2012, the structure of MQ is as follows:

Motorcycling Australia

1.1.1 MQ is an affiliated member of MA and undertakes to operate consistently with MA policies and rules.

Motorcycling Queensland membership

1.1.2 MQ is constituted by its members: affiliated MQ clubs, financial and life members of MQ clubs and individuals who are not members of MQ clubs to whom MQ has issued a MA licence (eg officials), entrants and private promoters etc.

MQ Board

1.1.3 MQ is governed by the MQ board consisting of 7 members each elected by a ballot of MQ clubs, each for a term of 2 years. Approximately half the positions on the board are subject to a ballot in one year and the remaining positions are subject to a ballot the following year. The elected board members may appoint 2 additional independent board members. The MQ board sets policy and rules for MQ, including for MQ committees and subcommittees.

MQ operations

1.1.4 MQ operations are managed by the MQ office under the leadership of the MQ general manager.

MQ general council

1.1.5 The MQ general council, constituted by up to 2 delegates from each MQ club, has the following powers and functions:

- To vote on motions at the AGM including motions for receiving the MQ annual report, appointing the MQ auditor and receiving the results of postal ballots for MQ elections, life membership and other motions.
- Voting on special resolutions for amendments to the MQ constitution.
- Voting on disputed applications for MQ affiliation.
- Voting on regulations, or a repeal of a regulation, proposed by the MQ board that are validly disputed by any MQ club.
- Voting to appoint or remove MQ patrons.

MQ committees and subcommittees

1.1.6 MQ committee and subcommittee members are directly appointed by the MQ board.

Current MQ committees and subcommittees

Committees & Subcommittees	Portfolios to be assigned either by the MQ board, or if the MQ board makes no prescription, by the subcommittee	
Road racing	Junior Women Historic North Queensland	
Motocross	Junior Women Vintage/Classic Central Queensland North Queensland	
	MX Major Events sub-subcommittees of the MX subcommittee:	Qld MX Championships Sunshine State MX series CQMX Series Tropical NQMX Series SEQ Junior MX Series Go Girl Interclub MX Series
Enduro	Junior Women Masters/Veterans Central Queensland North Queensland	
CQ Off-Road committee	Membership restricted to representatives of CQ clubs appointed by the MQ board.	
Dirt track	Junior Women Classic North Queensland	
Speedway	Junior North Queensland	
Super Moto	Juniors Women.	
Trials	Junior Women Classic	
Sport Development	Junior Coaching	
Committees		
Officials Review Board	Members appointed directly by MQ board. The MQ board may also appoint a board member as a member of the ORB.	

The role of MQ committees & committee or subcommittees

- 1.2 The role of each MQ committee or subcommittee is to manage tasks delegated to that committee or subcommittee by the MQ board and to make recommendations to the MQ board in relation to the committee or subcommittee's area of responsibility.
- 1.2.1 All MQ committees and subcommittees are accountable to the MQ board.
- 1.2.2 All MQ committee and subcommittee decisions are subject to ratification by the MQ board, unless the MQ board expressly determines that a committee or subcommittee decision will not be subject to ratification¹.

¹ To ensure a consistent approach across all MQ committees and subcommittees and that MQ always strives to act in accordance with its constitutional objectives and principles, an exception to ratification happens very rarely.

Authority of MQ committee or subcommittees

- 1.3 The authority delegated by the MQ board to each committee or subcommittee is set out in the MQ constitution, in this policy and in any relevant MQ board resolution.
- 1.3.1 Any contract or engagement recommended by a MQ committee or subcommittee must only be entered into by MQ. No MQ committee or subcommittee has authority to contractually bind MQ without the express written authority of the MQ board or the MQ office.

Conduct of MQ committee or subcommittees

- 1.4 MQ committees and subcommittees are required to conduct all business in accordance with the MQ constitution, this policy and in accordance with MQ board resolutions.
- 1.4.1 This does not mean that MQ committees or subcommittees must always agree with MQ board resolutions. In fact, all MQ committees and subcommittees are encouraged to make submissions to the MQ board on any matter with which it disagrees with the MQ board.
- 1.4.2 However, to maintain harmonious relations between MQ members and MQ, any disagreements must be settled directly between the relevant committee or subcommittee and the MQ board so that coherent resolution can be consistently communicated to MQ members. It is not the role of a MQ committee or subcommittee to canvass support amongst MQ members for any matter on which the MQ committee or subcommittee disagrees with the MQ board.
- 1.4.3 The MQ board and the MQ office will support MQ committees and subcommittees. All MQ committee or subcommittees are encouraged to request any assistance they reasonably require.
- 1.4.4 MQ committees or subcommittees, as appointees and delegates of the MQ board, must represent MQ generally and particularly MQ's constitutional objectives and principles. Personal or club agendas must not influence MQ committee or subcommittee determinations and recommendations to the MQ board².

MQ board & MQ office involvement in committee or subcommittees

- 1.5 Individual members of the MQ board and employees in the MQ office may, from time to time, attend MQ committee or subcommittee meetings. Any such attendance will always be for the purpose of improving communication and understanding between the committee or subcommittee and the MQ board and the MQ office. It will not be for the purpose of meddling or interfering with the conduct of committee or subcommittee business.
- 1.5.1 Any permanent full-time or permanent part-time employee of MQ may not be a member of any MQ committee or subcommittee, but may be appointed by the board to a MQ committee or subcommittee as an advisor to that committee or subcommittee.

² See part 9 of this policy on conflicts

2 Thank you for your commitment

Thanks

- 2.1 The MQ board, on behalf of MQ generally, is very grateful for the commitment made by all its committee and subcommittee members. The MQ board relies heavily on its committee or subcommittees to manage and govern MQ for the benefit of MQ members in accordance with the MQ constitution and the MQ board thanks you sincerely for getting involved.

Your commitment

- 2.2 MQ's gratitude to the many MQ members who donate so much of their time to advance and improve motorcycle sport and recreation in Queensland, often in difficult and thankless circumstances, is based on the following commitments from our hard working committee or subcommittee members:
- 2.2.1 You must contribute to the work of the committee or subcommittee throughout your term on the committee or subcommittee, not just when committee or subcommittee meetings are convened.
 - 2.2.2 You must be pro-active and dynamic for the benefit of the sport and MQ generally.
 - 2.2.3 You must put aside your personal or club-based views to contribute to the work of the committee or subcommittee objectively.
 - 2.2.4 You must support the integrity of all committee or subcommittee resolutions that have been ratified by the MQ board, even if you disagree with the resolution.
 - 2.2.5 You must constantly encourage MQ clubs and other MQ members to get involved with the governance and operations of MQ for the benefit of the sport generally. This includes a commitment to encourage MQ clubs to submit ballots in respect of any postal or other ballot conducted by MQ and to encourage clubs to send delegates to the MQ AGM and general council meetings to improve the level of active participation of all MQ members in MQ and motorcycle sport generally.

3 Purposes of a MQ committee or subcommittee

Purposes common to all MQ committee or subcommittees

- 3.1 Schedule 1 to this policy sets out matters, which all MQ committees and subcommittees should consider.
- 3.1.1 To the extent that these matters are relevant to a MQ committee or subcommittee, those matters should be included in the committee or subcommittee agendas and minutes.

Particular purposes of each MQ committee or subcommittee

- 3.2 The MQ office, each year following the appointment of new committee or subcommittee members, generally in May, publish to your committee or subcommittee a roles and responsibilities document stating the specific matters delegated by the MQ board to your committee or subcommittee for consideration and on which your committee or subcommittee is invited to make recommendations to the MQ board.

4 Committee or subcommittee organisation and meetings

Elect a chair

4.1 At the first MQ committee or subcommittee meeting following the appointment of new members, generally in May each year, or following the appointment of a special purpose MQ subcommittee, the MQ committee or subcommittee must elect a chair to preside over the committee or subcommittee's meetings.

4.1.1 The chair will be the principal contact between the committee or subcommittee and the MQ office and the board.

Elect a secretary

4.2 At the same time as the MQ committee or subcommittee elects a chair, it must also elect a secretary.

4.2.1 The secretary will be responsible for the following:

- Taking minutes of all committee or subcommittee meetings, settling those minutes with all committee and subcommittee members and delivering those settled minutes to the MQ office by email as soon as practicable after the conclusion of each meeting.
- With the assistance of the MQ office, recording the names and contact details of each committee or subcommittee member and delivering those details to the MQ office as soon as practicable after the first meeting of a newly constituted committee or subcommittee³.
- Promptly provide a copy of every document produced by, or on behalf of, the committee or subcommittee in accordance with paragraph 7.1.

Meeting schedule

4.3 Each MQ committee or subcommittee must endeavour to meet monthly.

4.3.1 The committee or subcommittee may, of course, meet more often, for example by email or by phone, in respect of any matter with which the MQ committee or subcommittee must deal urgently.

Quorum

4.4 The quorum for a valid committee or subcommittee meeting is where at least half the members (rounded up to the next whole number) of the committee or subcommittee actually attend⁴ and participate in the meeting.

4.4.1 For committee or subcommittees constituted by 5 members, a quorum will be 3 attendees.

4.4.2 If a quorum is not achieved, the meeting must be postponed to a time when a quorum can and do attend.

³ In most cases, this will be the first meeting of the committee or subcommittee after the MQ AGM in May of each year.

⁴ Attendance may be by phone, Skype etc.

Agenda

4.5 The committee or subcommittee secretary must, prior to each meeting, publish an agenda for that meeting to each committee or subcommittee member so that they have sufficient notice of the matters to be considered at that meeting.

4.5.1 In preparing the agenda, the secretary should endeavour to ensure that the following matters are included in the agenda:

- The matters set out in schedule 1 to this policy, to the extent any of those matters are relevant for that meeting.
- The matters stated in the roles and responsibilities document published to your subcommittee by the MQ office under clause 3.2.

4.5.2 The agenda for each committee or subcommittee meeting must be emailed to the MQ office at the time it is circulated to committee or subcommittee members.

Minutes

4.6 All members of each MQ committee or subcommittee must ensure that the following are included in the minutes taken by the secretary to allow the MQ board and MQ members to understand the matters discussed and the rationale for decisions recorded in the minutes:

- Sufficient detail of each matter considered.
- Sufficient detail of the ambit of the discussion on each matter.
- The resolution, if any, made on each matter.
- The date, start time, completion time and venue for the meeting to which the minutes relate.
- The proposed date, time and venue for the next meeting.
- Separately and clearly state any action the committee or subcommittee requests of the MQ board.
- Separately and clearly state any action the committee or subcommittee requests of the MQ office.

4.6.1 The secretary must, within 3 days after each meeting, circulate draft minutes to all committee or subcommittee members for corrections and comment and all committee or subcommittee members must communicate, to all other members, corrections and comments within 2 days of receiving the draft minutes.⁵

4.6.2 The secretary must, within a day or so of receiving corrections and comments on draft minutes, settle a final copy of the minutes and email that final copy to the MQ office.⁶

⁵ These time frames are, of course, subject to practical circumstances that may make the time frames difficult to achieve. In all circumstances, the committee or subcommittee must assist the secretary to settle final copies of committee or subcommittee minutes as soon as reasonably practicable after each committee or subcommittee meeting so the minutes can be delivered as soon as practicable to the MQ office.

⁶ Ditto.

- 4.6.3 Each committee or subcommittee must avoid including in any minutes anything that is personally derogatory of any person without diminishing the accuracy and clarity of the minutes.

Annual face-to-face meeting

- 4.7 Annually, usually in July, the MQ office convenes a face-to-face meeting of all subcommittee members, the MQ board and MQ staff in Brisbane.
- 4.7.1 Air travel for subcommittee members who live outside SE Queensland is funded by MQ.
- 4.7.2 Every subcommittee member is encouraged to attend this annual meeting to participate in the following:
- Obtain direct information from MQ about strategic priorities and projects.
 - Give feedback to the MQ board and MQ staff on any issue you consider relevant.
 - Report to the MQ board and MQ staff on subcommittee work.
 - After the conclusion of the plenary meeting, conduct a regular meeting of your subcommittee meeting personally with other attendees from your subcommittee.

5 Ratification, communication, publication & authority at MQ events

Ratification of MQ committee or subcommittee resolutions

- 5.1 A resolution of any MQ committee or subcommittee will be ratified by the MQ board only when that resolution is published by the MQ office to MQ members, following ratification by the MQ board, either on the official MQ website or by email.
- 5.1.1 If the MQ board does not ratify a resolution of a MQ committee or subcommittee, the relevant committee or subcommittee must re-consider that resolution having regard to the comments of the MQ board. If the relevant committee or subcommittee disagrees with the MQ board, it must resolve that disagreement as stated in paragraph 1.4 of this policy.

MQ committee or subcommittee internal communication

- 5.2 Because of the wide geographic area covered by MQ, MQ committees or subcommittees may meet and communicate by any means that is convenient. But any means of communication must facilitate the full involvement of all committee or subcommittee members in the determination of any committee or subcommittee resolution.
- 5.2.1 MQ committees or subcommittees may also make resolutions between scheduled formal meetings by 'flying minute', by email. Any such resolution must be recorded in the minutes of the next formal meeting, detailed as stated in paragraph 4.6 of this policy.

MQ committee or subcommittee correspondence

5.3 Subject to paragraph 5.3.1, before sending any correspondence (whether by mail, email, social media or otherwise) to any MQ member or any person outside MQ, the MQ committee or subcommittee must give the MQ office a draft for approval or amendment and must not send or publish that correspondence until it is approved by the MQ office.

5.3.1 The purpose of paragraph 5.3 is to ensure that MQ maintains consistency in respect of its internal communications to MQ members and stakeholders and to parties external to MQ. The requirement is not intended to unreasonably constrain committee or subcommittee members in their communications with others.

5.3.2 Paragraph 5.3.1 does not apply in respect of you answering any queries in respect of committee or subcommittee resolutions that have been ratified by the MQ board and any other matter that is unlikely to create unnecessary controversy within MQ or is unlikely to damage MQ's reputation generally.

Websites

5.4 If the committee or subcommittee wishes to maintain a website, and the MQ board supports that aspiration, the only website to be maintained by the MQ committee or subcommittee must be published as a separate page on the MQ official website so that MQ maintains a consistency of image and the way in which we all publish information. The MQ office will facilitate the ability of MQ committee or subcommittees to directly manage the content of any dedicated page on the MQ website.

5.4.1 In respect of any websites currently maintained by web hosts external to MQ, the MQ office will facilitate the transfer of the content of those websites to a dedicated page on the official MQ website.

Social media

5.5 If your committee or subcommittee maintains a social media page or presence, the content published on that medium must comply with MA's social media policy, this policy and the MQ constitution.

Media releases

5.6 Any media release a MQ committee or subcommittee proposes to issue must be first reviewed for accuracy and consistency with the MQ constitution and MQ board resolutions and approved by the MQ office, with or without amendments, before the media release is published.

MQ committee or subcommittee members' authority at MQ events

5.7 If you are not an official at any MQ event you attend, you do not have any authority at that event simply by virtue of your membership of a MQ committee or subcommittee. Of course, if the event steward or clerk of course at the event asks for your input as a committee or subcommittee member, you are encouraged to give that input. But the decisions of the steward or clerk of course at that meeting are final, subject to the Manual of Motorcycle Sport.

6 Planning and budgets

MQ strategic plan and committee or subcommittee strategy

- 6.1 You must be familiar with the current MQ strategic plan and must endeavour to ensure that all the work of the MQ committee or subcommittee strives to realise the objectives of the MQ strategic plan.
 - 6.1.1 You are also encouraged to make recommendations at any time to the MQ board in respect of any matter that may advance the objectives stated in the MQ strategic plan.

MQ operational plan and MQ committee or subcommittee plans

- 6.2 You must also be familiar with the current MQ operational plan and must endeavour to ensure all work of the MQ committee or subcommittee complies with that MQ operational plan.
 - 6.2.1 You are also encouraged to make recommendations to the MQ board at any time in respect of any matter related to MQ operational plan.
 - 6.2.2 Each MQ committee or subcommittee should endeavour to create a plan for its activities throughout each committee or subcommittee year, generally May to April.

MQ committee or subcommittee expenditure and budget

- 6.3 If your MQ committee or subcommittee has responsibility to manage a fund for the purposes of the committee or subcommittee's work, then each of the following apply:
 - 6.3.1 By October of each year, the committee or subcommittee must produce a budget, which details the anticipated sources of income and planned expenditure for the relevant following MQ year (ie January to December) and deliver that budget to the MQ office for approval by the MQ board.
 - 6.3.2 The committee or subcommittee must identify sources and potential sources of sponsorship and other funding from outside MQ to finance the expenditure budget established by the committee or subcommittee and make suitable recommendations to the MQ board about those outside sources of finance.
 - 6.3.3 The committee or subcommittee must regularly review any actual revenue and expenditure as compared to the budget and recommend appropriate adjustments to the MQ office for approval by the MQ board.

Committee or subcommittee bank accounts

- 6.4 Any bank account managed by the committee or subcommittee must have, as joint signatories for the account, a MQ office employee appointed by the MQ general manager and a committee or subcommittee member also appointed by the MQ general manager.
 - 6.4.1 The chair of the committee or subcommittee must liaise with the MQ general manager in respect of the appointment of the most suitable committee or subcommittee member as a bank account signatory.

7 MQ committee or subcommittee records

- 7.1 Each MQ committee or subcommittee must ensure the secretary promptly gives the MQ office a copy of every document produced for, or on behalf of, the committee or subcommittee. This is to ensure that MQ maintains a coherent and organised record of the business of all MQ committees or subcommittees so that MQ's records are complete and accurate.

8 Confidentiality & solidarity

Confidentiality

- 8.1 You must respect and trust your committee or subcommittee colleagues. You must also display a high level of integrity in the manner in which you acquit your responsibilities as a committee or subcommittee member functions. Discussions between committee or subcommittee members, the MQ board and MQ staff are confidential until minutes, Supplementary Regulations, press releases, etc are published by the MQ office.
- 8.1.1 Good governance of any committee or subcommittee requires you to externally support all determinations of the committee or subcommittee, which have been ratified by the MQ board, even if you voted against the committee or subcommittee resolution or abstained from voting.

9 Conflicts

Conflicts of interest

- 9.1 Conflicts of interest and conflicts of duty are unavoidable. But it is essential that any conflict, whether real or perceived, be properly managed.
- 9.1.1 A *conflict of interest* is a circumstance where your personal interests (financial or otherwise), or the interests of those close to you (eg family and friends), are different from, and in conflict with, the interests of MQ as stated in clauses 4.2 (MQ's objectives) and 4.3 (MQ's principles) of the MQ constitution and this policy.
- 9.1.2 The following are examples of a clear *material conflict of interest*⁷:
- Your family or business interests stand to gain financially from any business dealings, programs, products or services provided to MQ and you are in a position to influence the terms of that commercial relationship with MQ.
 - You stand to gain personally or professionally from insider knowledge.
 - You offer, or deliver, a product or service to MQ for payment and you are in a position to influence the terms of that commercial relationship with MQ⁸.
- 9.1.3 The following are examples of a *conflict of interest* that do not involve a personal material gain:

⁷ A *material conflict of interest* will commonly involve a situation where some financial gain is involved, or potentially involved.

⁸ This, of course is subject to the exception stated in paragraph 9.4.3.

- You stand to obtain an advantage, financial or otherwise, for a MQ club of which you are a member to the detriment of any other MQ club.
- You stand to obtain an advantage personally, or for a family member or friend, in relation to racing; eg grading.
- You stand to obtain an advantage in respect of the appointment of officials to events by MQ and you are in a position to influence the appointment.

9.1.4 A *perceived conflict of interest* is a potential conflict that may cause any reasonable observer to think that you *may* not be able to act in accordance with MQ's objectives and MQ's principles in the interests of MQ generally; ie the conflict may be a potential conflict only, but it objectively looks possible. However, *perceived conflicts of interest or duty* must also be expressly dealt with as stated in paragraph 9.3.

Conflicts of duty

9.2 A *conflict of duty* is a circumstance where you owe a duty to another person or organisation that conflicts with your duties as stated in this policy and in the MQ constitution. The following are examples of *conflicts of duty*:

- The MQ club, of which you are a member, has instructed you to vote a prescribed way in relation to a matter being considered by the committee or subcommittee and you have agreed to do so.
- You represent a person or organisation that provides products or services to MQ and you have agreed to prefer the interests of that person or organisation to the interests of MQ and you are in a position to influence the terms of that commercial relationship with MQ.

9.2.1 A *conflict of duty* will always be real or actual. Even if others 'perceive' a *conflict of duty*, the facts of the situation will reveal whether there is actually a *conflict of duty* or not.

Managing conflicts of interest and conflicts of duty

9.3 If you think you may have a *conflict of interest*, a *perceived conflict of interest* or a *conflict of duty*, you must promptly declare the conflict, or potential conflict, to the other members of the committee or subcommittee and you must not participate in any committee or subcommittee discussion about that matter until the committee or subcommittee determines whether the conflict precludes you from participating.

9.3.1 The other members of the committee or subcommittee must then determine if you have a conflict and whether you should participate in any discussions or determinations that may be affected by the conflict.

9.3.2 If the committee or subcommittee is unsure of whether there is a conflict, or if it determines there is a conflict and is unsure of what to do to manage a conflict, the committee or subcommittee must promptly seek advice, firstly from the MQ general manager who may refer the matter to the MQ board.

- 9.3.3 The committee or subcommittee must ensure that all conflicts of interest, whether real of perceived, and conflicts of duty and the action taken by the committee or subcommittee to manage that conflict, are both fully minuted.

Unacceptable conflicts

9.4 The MQ board has determined that, because of difficult conflict problems experienced in the past, an individual associated with, and who derives a monetary benefit from, a **business**⁹ or is, or becomes, a full-time or permanent part-time employee of MQ must make a compelling case for him or her to become, or continue as, a MQ committee or subcommittee member. Examples of potentially unacceptable conflicts include the following:

- The business or individual supplies products or services to MQ on a wholly commercial basis for profit and that supply or service relates to any event or series for which the committee or subcommittee is responsible.
- The business or individual promotes, as a private promoter on a wholly commercial basis for profit, any MQ event or series for which the committee or subcommittee is responsible.
- The business or individual provides substantial sponsorship for any MQ for major MQ series and MQ events for which the relevant committee of subcommittee is responsible.

9.4.1 If the MQ board determines at any time that either of the following applies to an individual who is, or becomes, potentially disqualified under paragraph 9.4, the MQ board may require that individual to show cause why he or she should not be disqualified from being a MQ committee or subcommittee member¹⁰.

- A nomination for candidature for an election for a MQ committee of subcommittee is submitted by, or on behalf of the individual.
- The circumstances outlined in paragraph 9.4 become applicable to a MQ committee or subcommittee member.

9.4.2 Promptly after the MQ board is given a written response to its request that an individual show cause under paragraph 9.4.1, the MQ board will determine if the relevant individual should be disqualified from being a member of a MQ committee or subcommittee.

9.4.3 Paragraph 9.4 does not apply, subject to the matters stated at paragraph 9.1.3, to tasks any committee or subcommittee member performs for a fee as an official or appointee of MQ or a MQ club (eg steward, clerk of course, race secretary, timing official, casual series co-ordinator etc)¹¹.

⁹ A MQ affiliated club is **not** a business unless the individual derives a commercial benefit from the relevant MQ club.

¹⁰ Reasons why an individual who may be potentially disqualified or should not be disqualified may include proposals and undertakings from the individual as to how any conflict can be managed without unnecessary disruption to the work of the committee or subcommittee. The MQ board wants individuals with relevant expertise and experience on all MQ committees and subcommittees and will seek to strike the appropriate balance between that aim and unworkable and unacceptable conflicts in each case.

¹¹ The MQ board is concerned to only exclude those individuals who will have a real or perceived conflict of interest or a conflict of duty that will cause a committee or subcommittee conflict problems.

10 MQ general council meetings

AGM

- 10.1 The chair of each committee or subcommittee must make every effort to attend the MQ AGM to deliver a report on the committee or subcommittee's activities during the preceding year.
- 10.1.1 If the chair is unavailable for the AGM, the committee or subcommittee must do its best to appoint another representative to attend the AGM.

Council meetings

- 10.2 Subject to paragraph 10.2.1, the committee or subcommittee must make every effort to ensure a representative of the committee or subcommittee attends the half yearly general council meeting held in November or December in North Queensland or Central Queensland on a rotational basis.
- 10.2.1 Paragraph 10.2 applies only if a member of the committee or subcommittee lives in the region in which the general council meeting is held and is available to attend, having regard to the fact that all committee or subcommittee positions are voluntary and that committee or subcommittee members have other family, personal and professional commitments that may clash with the annual general council meeting.

11 Vacancies

- 11.1 The MQ board will make appointments to fill vacancies on the committee or subcommittee created by a resignations or dismissal in accordance with clause 16.14 of the MQ constitution.