

This is a step-by-step guide for facilitating your liquor accord meetings. These instructions are in accordance with the suggested guidelines for your liquor accord, as outlined in the Constitution template. This should be used as a guide only, please ensure to adhere to any specific procedures outlined in your own governing document.

1. Preparation:

- Determine the frequency of general meetings, whether monthly, quarterly, or as needed.
- Identify the date, time, and location for the meeting.
- Notify members at least three weeks in advance, providing details of the meeting and inviting agenda items.

2. Agenda planning:

- The Secretary should contact all members before the meeting to collect agenda items.
- Prepare a comprehensive agenda including standard items like previous meeting minutes to review, financial reports, updates, and any specific issues or topics for discussion.
- Invite a range of speakers to present at your meetings whether in person or virtually, as this will help to keep your meetings interesting and membership relevant. There is a suggested speakers list on the L&GNSW website, find it [here](#).
- Prioritise agenda content that applies to all license types. For agenda items specific to certain license types, schedule items towards the end of the meeting to allow members to opt out if necessary or consider setting a sub-accord meeting (point 3).

3. Sub-accord meetings:

- Establish separate meetings or working groups for topics not relevant to all license types. This will allow for tailored discussions and maximise efficiency during general meetings.

4. Notice of meeting:

- Issue notices to all eligible participants.
- Include details of the meeting's place, date, and time, along with the general nature of the business to be discussed, and/or agenda.

5. Meeting attendees:

- Clarify who is eligible to attend the meeting, whether it's open to all eligible for membership or is restricted to members only.

6. Quorum confirmation:

- Before starting any business, confirm that a quorum is present. Check your constitution to ascertain how many accord members form a quorum.
- If a quorum is not present within 30 minutes, adjourn the meeting to the next scheduled time and date.

7. Chair:

- The Chair of the accord is responsible for chairing the meetings. If the accord Chair is absent, the Vice Chair can lead the meeting. Alternatively, members present at the meeting can elect someone to chair the meeting as a once off.

8. Proceedings of the meeting:

- Follow the prepared agenda.
- Allow members to discuss each agenda item.
- Ensure that decisions are made by a majority vote.

9. Voting protocols:

- Clarify the voting protocols, including the fact that each member is entitled to one vote and the Chair has a second or casting vote in the event of a tie.

10. Financial matters:

- Discuss financial reports, including any fees, levies, or financial matters relevant to the Accord.

11. Minutes:

- Assign a person to record minutes of the meeting.
- Be sure to document discussions, decisions, and any resolutions.
- Minutes should be sent to all members and emailed to liquor.accords@liquorandgaming.nsw.gov.au within 14 days of the meeting.

Annual general meetings (AGMs)

- AGMs should be held annually at the same time each year.
- Notice of the AGM should be issued to all eligible participants at least two weeks in advance (or as outlined in your accords constitution), providing details of the meeting place, date, and time.
- The AGM provides an opportunity for members to voice concerns, suggest improvements and contribute to the future direction of the accord.
- Any other relevant matters specific to the governance and operation of the accord may be discussed and addressed at the AGM.

1. Vacating positions and elections

- At the AGM, all Executive Committee positions are considered vacant.
- Members present will have the opportunity to nominate themselves or others for Executive Committee positions.
- Nominations require a proposer and a seconder.
- The nominee may only hold one position on the Executive Committee at a time.
- Elections for Executive Committee positions will be conducted by a vote of members present.
- Executive Committee members will serve for a period of one year commencing at the conclusion of the AGM.

2. Review of the past year:

- The AGM should include a review of the accord's activities, achievements, and challenges over the past year.
- Financial reports should be presented and discussed, including any fees, levies, or financial matters relevant to the accord.

3. Changes to the constitution:

- Any proposed changes to the constitution can be discussed and voted upon at the AGM.
- Changes must be adopted by a vote of members present.