



**SOUTH AFRICAN COUNCIL
FOR THE
LANDSCAPE ARCHITECTURAL PROFESSION**

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MEETING GUIDELINE DOCUMENT

**FOR THE
SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE ARCHITECTURAL
PROFESSION
(SACLAP)**

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APPENDICES

Appendix 1 – Meeting Minutes Template

1. Introduction

The purpose of this document is to assist the South African Council for the Landscape Architectural Profession (SACLAP) and its Committees in establishing and differentiating between the different Office Bearers and their roles and responsibilities relating specifically to meetings.

2. Chairperson

2.1. Role of the Chairperson

The Chairperson's aim should be to utilize the interests, release the potential energies of all the members and to see that the committee develops a common view of its purpose and shared responsibilities for leadership. They should play the role of a stimulator, not a dictator.

2.2. Selecting a Chairperson

The question – “what do we expect of a chairperson” is to be asked in assisting to establish who a suitable person may be. Characteristics of such a person may include:

- Getting things done,
- Making decisions,
- Stimulates and inspires others, enthusiasm and good humor,
- Right answers due to appropriate background,
- Ability to work with people,
- Helps the group to utilize abilities and experiences of group members,
- Confidence in other members,
- Interested in the committee's job rather than own feeling of personal importance.

2.3. Ethics of the Chairperson

Typical ethical characteristics include:

- Not forcing their own point of view on the committee.
- It is better for a Chairperson to take the wrong decision firmly than either to waver for some minutes before making up their mind or to keep changing their rulings.
- A chairperson's reputation for impartiality can be speedily undermined if he or she does from the chair any of the things that should be done from the floor such as speaking to motions in a general meeting or nominating members to some office. If they feel strongly about a matter they should vacate the chair temporarily.
- Does not participate in debates, but facilitates them. If wishes to participate, the chair is to be vacated and handed over to the registrar/secretary.
- Chairperson must vacate the chair when they are affected.
- Chairperson should not leave the meeting to escort a visitor out of the meeting, this should be done by one of the other members.

2.4. Actions before the meeting

- Consult with the secretary/registrar on all business to be discussed at the meetings.
- Comment on the draft agenda prepared by the secretary/registrar.
- Ensure that meeting documentation is sent out at least 10 days prior to the meeting.
- Check the minutes of the previous meeting for accuracy.
- Acquaint himself/herself with all the reports, correspondence, business etc.
- Work with the secretary to ensure that tasks which were to be completed between meetings were completed.

2.5. Actions during the meeting

- Open the meeting.
- Ensure that there is a quorum.
- Conduct the meeting in the order of the agenda, unless prior consent to change it.
- Confine the discussion to the item before the meeting.
- Allow free, and if necessary formal debate.

- Ensure all members have an opportunity to speak.
- Ensure that rulings/decisions are understood.
- Close the meeting when all matters are attended to.

3. Secretary*

3.1. Role of the Secretary

- Organizing an following up meetings.
- Overseeing all the administrative aspects relating to the group.
- Deal with correspondence.
- Following up tasks of the members.

3.2. Actions before the meeting

- Confirm the venue.
- Ensure that minutes are written up and copied to all members.
- Drafts the Agenda.
- Prepares the meeting packs.

3.3. Actions during the meeting

- Have copies of all previous minutes at hand for reference purposes.
- Note those present and absent.
- Document the meeting in the form of minutes.
- Assist with information that is required.

3.4. Actions after the meeting

- Draft the official minutes.
- Perform tasks required of the secretary as decided at the meeting.
- Circulate the draft minutes.
- Follow up Council member tasks.

4. Council / Committee member

4.1. Role of the Council / Committee member

- To engage in discussion and to provide a contribution based on experience and knowledge.
- Assist in the decision making process.

4.2. Actions before the meeting

- Prepare for the meeting.
- Submit all inputs in the form of documents required for the meeting well in advance.

4.3. Actions during the meeting

- Actively participate.
- Provide constructive inputs.

4.4. Actions after the meeting

- Review the minutes and provide corrections where necessary.

5. Minutes

5.1. Tips for minute takers

- Ensure that one documents the:
 - What
 - Where
 - When
 - Why
 - Who

- Note key words or phrases.
- Capture basic sense and essence of what was said.
- Write as clearly as possible and not every word.
- Note who is responsible for a task
- If it is too fast, then request a minute to catch up

NOTE: * in the case of SACLAP the Registrar could undertake the task.

APPENDIX 1 – MEETING MINUTE TEMPLATE

SACLAP COUNCIL MEETING OF ??? HELD AT THE OFFICES OF ??? AT 16:00

1. ATTENDEES

Hendrik van den Hoven (HvdH), Tania du Plessis (TdP), Johan Barnard (JB), Bernadette Vollmer (BV), Neal Dunstan (ND), Bernice Rumble (BR), Fatima Rawjee (FR), Victor Chetty (VC), Ida-Marie Strydom (IS), Chantal Hanslo (CH), Cynthia Badenhorst (CB)

2. APOLOGIES

3. CONFIRMATION OF THE PREVIOUS COUNCIL MINUTES

| AGENDA POINT | MINUTES OF THIS MEETING | BY | NOTED DATE | TARGET DATE |
|--|-------------------------|----|------------|-------------|
| 4. MATTERS ARISING FROM THE PREVIOUS MINUTES | | | | |
| 5. CORRESPONDENCE | | | | |
| 5.1 | | | | |
| 5.2 | | | | |
| 6. ADMINISTRATION | | | | |
| 6.1 | | | | |
| 6.2 | | | | |
| 7. GENERAL | | | | |
| 7.1 | | | | |