



COOK ISLANDS CHRISTIAN CHURCH

GUIDELINES FOR THE CONDUCT OF EXECUTIVE COUNCIL MEETINGS

1. Quorum

The **quorum** for an official Executive Council (EC) meeting shall be 6 members which should ideally include the General Secretary (GS) for recording purposes. In the event that the GS is not available, those in attendance will nominate an executive member to record the minutes.

If the quorum is not reached, the majority in attendance may move for the meeting to proceed; such meeting, however, will be classified as unofficial and therefore important decisions cannot be passed.

2. Chairperson

The Orometua Ngateitei (President) shall chair all council meetings as required by the CICC Constitution. In his absence, members in attendance may elect anyone amongst themselves to chair the meeting.

3. Organising the meeting

The GS shall be responsible for organising all council meetings as follows:

- a) Pre-warn members of an imminent meeting well in advance so that they can pen it in their diaries, given that everyone has got their own schedules. No regular council meeting shall be organised within 5 working days, unless they are of an urgent nature.
- b) Set the meeting agenda and invite members to submit agenda items if they have any.
- c) Send the meeting papers to all members in sufficient time well before the meeting date. Papers will include; the agenda, minutes of the last meeting, council visitation reports if any, copies of important correspondences, and any other important documents that are necessary for the council to see and/or discuss. Sending out the meeting papers can be by email or hand-delivered to those not on email. Hard copies must be made available for all members during the meeting.
- d) Arrange courtesy visits to council meeting by visiting guests (ministers, assistant ministers, secretaries, treasurers, members from the CICC partner organisations, other guests that the GS sees fit). If there are guests, they will speak first for up to 10 minutes after the opening prayer, before the executive continues with its normal business of meeting. It is the responsibility of the GS to brief guests about council meeting procedures including dress code.
- e) Refreshments prior to meeting.
- f) Ensure that the board room is in good order (clean and tidy, windows and doors open, etc.), including coffee/tea facilities.

4. Documents for tabling in the meeting

All documents and reports that members wish to present to council meetings must be given to the GS at least 3 days prior to the meeting in either hard copy or electronic form. This is to enable duplication for members in sufficient time so that they will have time to go through them prior to the meeting.

5. Prior to the meeting

Further to **part 3(b)** above, after receiving inputs/matters for the agenda from members, the GS will review and finalise the meeting **Agenda** as follows:

- a) If any matter on the agenda has policy implications, whether to change or alter it or goes contrary to it, the GS shall attach the existing policy to the paper for consideration by the EC.
- b) If the matter requires approval of the EC and there are rules or guidelines in the CICC Manual relating to that matter, the GS must comment as to whether the matter complies with the rules and or guidelines and if not, the reasons why, e.g. if an Ekalesia is asking the approval of the EC to confirm their selection of an Assistant Minister, the GS must enquire as to whether the person selected and the mode of selection complied with the rules and/or guidelines in the Manual, and if not, then the matter should not be put to the EC but must be referred back to the Ekalesia with a direction that they comply with the Manual first before the matter can go to the EC. This will save the time of the EC discussing matters which have not complied with the rules.
- c) If the matter requires further work or information necessary in order for the EC to make an informed decision, the GS must highlight it to the EC or refer the matter back to the Ekalesia for compliance.
- d) If the matter has financial implications, that matter should be referred to the General Treasurer for comment prior to the EC meeting.
- e) If the matter has theological /biblical issues then the matter should first be referred to the Committee of Ministers for consideration and/or comment prior to the EC deliberating on the matter.
- f) If the matter has constitutional or legal ramifications then it should be referred to the Legal Adviser for comment prior to the EC meeting.

In addition, it is important that any matter on the agenda be referred to the responsible person on the EC. For example, Northern Group issues should go to the Northern Group member of the EC, Takamoa Theological College issues should go to the Principal first, etc. In this way mistakes will be minimized which also ensures greater uniformity of decision making and compliance with past decisions or policy decisions of the EC or the General Assembly. If the EC does not follow this procedure, there is a danger of uninformed and conflicting decisions.

The EC can, if absolutely necessary, change past policies and if this is going to be the case, it must do so advisedly and not in ignorance of the old policy or rule, and there has to be a really good reason to depart from the policy that has already been established.

It is then the responsibility of the GS to carry out appropriate due diligence on any issue or matter recommended for consideration by the EC to ensure that all policy and administrative issues have been complied with before tabling in EC meetings.

6. The situation with “other matters”

Any member may table other matters at the end of the EC meeting if it is in the interest of the council to receive, be informed, or discuss such matters. However, such other matters must be relevant and policy-related. In the event that they are not, the chairman will recommend that they be either disregarded, or transferred to the Committee of Ministers or other relevant committees or individuals for deliberation. The EC will not discuss minor and/or trivial matters, especially if they are best dealt with by others.

7. During the meeting

During the meeting, the following will be in order:

- a) The Chairman shall be heard in silence. When the Chairman intervenes in the event of any heated or difficult discussion, he shall be heard in silence, meaning no member shall intervene as if to argue or maintain his stance on a particular issue.
- b) Every member shall exercise his right to speak at an EC in a courteous, respectful and Christ-like manner.
- c) Any member should disclose any conflict of interest to the meeting if the matter before the EC will result in a direct or indirect pecuniary or other interests in favour of the member. The member may excuse himself from the meeting during the discussion of the matter.
- d) All matters discussed and all decisions made at the EC meeting shall remain confidential and any release of any information in relation to decisions made shall be made by the President or General Secretary, unless otherwise agreed.

8. Duration and frequency

- a) Council meetings will be convened at least once a month, depending on the number and urgency of the agenda items. On average, over the past 6 years, the council meets once a month. However, there were instances when the council met after 2 weeks due to the urgency of matters to be discussed, and there were also times when the council did not meet for up to 6 weeks because of insufficient or lack of important agenda items.
- b) Any member can request that a particular matter be put on the agenda. It is preferred that those matters be relayed to the GS at least 3 days prior to the council meeting. It is also possible to have them tabled during “other matters,” keeping in mind the points made under **sections 5 & 6** above.
- c) There is no set duration of council meetings. Ideally, meetings should not be more than 3 hours. It is the responsibility of the chairman to keep the discussions on track so that the meetings do not drag on unnecessarily.

9. After the meeting

The following are in order after an EC meeting:

- a) The GS will ensure that the office is properly prepared for lock up after all members have departed; windows closed, lights turned off, doors locked.
- b) The GS will have the minutes typed up, checked, and sent out to members within 3 days in case there are resolutions that members needed to follow up prior to the next council meeting.
- c) Members will not divulge to anyone or any Ekalesia, sensitive outcomes of council meetings. If there are announcements to be made, the GS is the avenue through which such announcements will be made, whether to the Ekalesias, Orometuas, general public through the media, individuals, organisations, etc.
- d) The GS will, as soon as possible, relay to those concerned, the important decisions made in council meetings. In doing so, he will ensure adherence to standard protocol, i.e. proper channels to communicate the messages, who should and should not receive copies of the messages, etc.

Approved by the CICC Executive Council, 11 July 2012

AKANOOONOANGA NO TE AU UIPAANGA A TE KUMITII AKAAERE

1. Numero tei anoanoia no te uipaanga

Ko te numero (quorum) no te au uipaanga tinamou a te Kumiti Akaaere (KA), e 6 mema. E mea puapinga kia tae mai rai te Tekeretere Maata (TM) no te rekotianga i te meneti uipaanga. Me kare te TM e tae mai, ka iki te au mema tei tae mai i tetai ia ratou ei tata i te meneti.

Me kare e taea te 6 o te au mema o te KA, ka rave rai te uipaanga me ariki te maataanga ia ratou tei tae mai. Inara kare e rauka ia ratou kia tuku i te au tukuanga tika mamaata e te puapinga, marira ka vaoia ki te au uipaanga ki mua e tae ei te numero 6.

2. Tiemani

Na te Orometua Ngateitei (President) e akatere i te au uipaanga a te kumiti mei tei anoanoia e te ture tumu a te CICC. Me kare aia e tae mai, ka iki te au mema tei tae mai i tetai i roto ia ratou ei takatere i te uipaanga.

3. Akanooanga i te uipaanga

Na te TM e akanoo i te au uipaanga a te KA mei teia i raro nei:

- a) Tukuanga i te akakiteanga ki te au mema katoatoa no te tuatau tei tamanakoia no te uipaanga, kia rava te tuatau me rave aia i teia. Kare e uipaanga e raveia i rotopu i te 5 ra, mari ua e uipaanga rapurapu me kore anoano vivikiia kia raveia.
- b) Akanoo i te au tumu manako uipaanga ma te pati i te au mema o te KA me e au tumu manako ke atu ta ratou i anoano kia tukuia ki runga i te akapaaanga (agenda).
- c) Tuku i te au pepa uipaanga ki te kumiti i mua ake i te ra o te uipaanga. Teia au pepa koia oki; akapapaanga o te au tumu manako uipaanga, meneti o te uipaanga i topa, ripoti o te au teretereanga a te KA me e mea tetai, au tataanga puapinga kia kite te KA, e tetai atu au pepa tei anoanoia kia kite te KA. Ko te tukuanga i te au pepa uipaanga ki vao, ka raveia teia na roto i te kaveanga i tei oti i te neneia, me kore na runga i te imere. Kia vai rai te au kapi (hard copies) o te au pepa no te tuatau e raveia'i te uipaanga.
- d) Akateateamamao i te au taeake mei vao mai ia Rarotonga (Orometua, Tauturu Orometua, Tekeretere, Mou Moni, mema no roto mai i te au taokotaianga e pirianga to te CICC, tetai atu au taeake tei tau kia aravei mai i te KA), no te aravei ma te komakoma mai i te KA. Ka orongaia kia ratou e 10 meneti kia komakoma mai ki te KA. E tuanga ia na te TM i te akamarama kia ratou i te turanga no to ratou atoroanga mai i te KA, mei te rakei te tu.
- e) Katikati na te au mema e pera ratou tei patia kia tae mai ki te uipaanga.
- f) Akara i te ngai uipaanga anga me kua papa (te vai ma uara, maramarama e te ngutupa kua akatueria), e pera te au mea no te kaope e te ti.

4. Au pepa/ripoti no te uriurianga ki roto i te uipaanga

Me e au pepa/ripoti tetai tei anoano te au mema o te KA kia uriia ki roto i te uipaanga, ka tuku ratou i te teira ki te TM e 3 ra i mua ake i te uipaanga no te neneianga kia papa no te uipaanga.

5. Mua ake i te uipaanga

Topiri atu ki te **tuanga 3(b)** i runga nei, i muri ake i te au manako ta te au mema ka tuku mai no te uipaanga, ka akara e ka akapapu te TM i te akanoonooanga o te au tumu manako uipaanga (Agenda) mei teia i raro nei:

- a) Me ka arapaki atu te manako ki runga i te au ture akateretere (policy) a te CICC, ka topiri mai te TM i tetai kapi o te reira ture akateretere ei akaraanga na te kumiti.
- b) Me kua anoanoia tetai tukuanga tika na te KA e te vai ra te au ture akateretere i roto i te CICC Manual no runga i te reira tumu manako, ka akamarama te TM e me kua aruia te au takainga i roto i te Manual, me kare eaa i kore'i aruia. Tetai akaraanga, me tuku mai te Ekalesia i te tamanakoanga no tetai Tauturu Orometua nona, ka tiki te TM i tetai akapapuanga mei te reira Ekalesia e me kua aru aia i te au akanoonooanga no te iki Tauturu Orometua. Me kare, kare ireira te manako e tukuia ki te KA, ka akaokiia ra ki te Ekalesia kia aru aia i tei oti i te akatakaia i roto i te Manual. Me aruia teia akatereanga, ka akaiti mai te reira i te tuatau o te KA i te urianga i te tumu manako tei kore i aruia tei akanooia.
- c) Me e manako ka anoanoia tetai akamaramaanga me kore au tuatua kia kimikimi iatu na mua e rauka'i i te KA kia uri e kia tuku i tetai tika, ka akamarama te TM ki te kumiti me kore ka akaoki ki roto i te Ekalesia.
- d) Me e manako no runga i te moni, ka tukuia te reira ki te Mou Moni Maata kia akarakara mai i mua ake ka uri ei te kumiti.
- e) Me ko te manako e no roto mai i te Bibilia me kore e akamaramaanga Keretitianano me kore Evangelia tei anoanoia nona, ka tukuia te reira manako ki te Kumiti Orometua kia akarakara mai na mua, i mua ake ka uri ei te kumiti.
- f) Me ka arapaki atu te manako ki runga i te ture tumu me kore e pirianga tona ki te ture, ka orongaia te reira ki te Roia Akamarama kia akateateamamao mai i tetai manako nona i mua ake ka uri ei te KA.

Topiri atu ki teia au mea i runga nei, e mea puapinga kia orongaia ki te mema i runga i te kumiti kia akarakara mai aia i te au tumu manako te ka aere mai ki raro ake i tana tuanga. Mei teia oki te akaraanga, e au tumu manako no te Pa Enea Tokerau kia orongaia ki te mata o te Pa Enea Tokerau, e au tumu manako no te apii Takamoa kia orongaia ki te Puapii Maata, e te vai atura. Me aruia teia akateretereanga, ka iti mai te au tai'i e pera ka aru te reira i te au tukuanga tika a te KA me kore uipaanga maata. Me kare oki teia akateretereanga e aruia, penei ka maata atu te tai'i a muri ake.

Me e tumuanga meitaki tika'i tetai, e tikaanga to te KA kia tau i te au ture akateretere tei akaoti takereia. Inara ka akara meitaki aia i te reira ma te akapapu e kua tau te au akatukeanga kia raveia.

E angaanga ireira na te TM i te akara meitaki i te au manako uipaanga tei tamanakoia kia tukuia ki te kumiti, no te akapapu e kua aruia te au ture akateretere e te au takainga tei anoanoia i mua ake te reira au manako ka tukuia'i ki te KA.

6. Turanga o te "manako keke"

E tikaanga to tetai uatu mema kia tuku mai i tetai manako, takake mei tei akatakaia i runga i te pepa uipaanga, kia uriuri te kumiti, me ko te reira au manako e au mea puapinga te reira kia kite te kumiti. Me kare te reira au manako i te mea puapinga, ka tamanako te tiemani auraka te kumiti kia uri, me kore kia tukuia te reira ki te au kumiti tei akatakaia e na ratou e akarakara mai, mei te Kumiti Orometua. Kare te kumiti e uri i te au manako rikiriki me kore i te au manako tei tau e na tetai au kumiti ke me kore au tangata ke e uri.

7. I te tuatau o te uipaanga

I te tuatau e raveia ra te uipaanga, teia i raro nei te turanga:

- a) Me tamanamanata te tiemani (President) i te uipaanga no te mea kua maata roa te tauetono e kare e tika e rauka, ka muteki te au mema katoatoa ma te kore e maro kia arikiia rai tona manako. Ko ta te President akaotianga i te tumu manako e uriuriia ra i tupu ei te tauetonoanga, ko te reira rai te taopengaanga o te reira tumu manako. Tera oki te aiteanga, ka akaoti te President i te uriuri i te tumu manako e kare te reira e uri akaouia.
- b) Ka taangaanga te au mema katoatoa i to ratou tikaanga kia tuatua na roto i te vaerua akangateitei e te kauraro tetai ki tetai, mei te au apiiaanga tei vaioia mai e Iesu Mesia ei akaraanga na tona iti tangata.
- c) E mea tau kia akakite te mema i tona pirianga ki tetai uatu tumu manako ta te KA ka uri e te ka riro ei puapinga ki te reira mema tei kore i akakoroia kia peraia. Me uriia te reira tumu manako, e mea manea kia akaruke mai te reira mema i te uipaanga, ka oki akaou mai ei me oti te reira tumu manako i te uriia.
- d) Ko te au tumu manako katoatoa tei uriia e tei akaotiia e te KA, e au mea munangaro anake te reira. Me e au akakiteanga tetai ki vao ake i te KA (ki te au Ekalesia, tetai aronga tatakaitai, tetai au putuputuanga, e te vai atura), ka riro te reira e na te President me kore Tekeretere Maata e oronga akakite. Me e ravenga ke atu ra tetai tei arikiia e te KA, ko te reira ireira te mataara ka taangaangaia no te tukuanga i te karere ki vao.

7. Roa e te putuputu o te uipaanga

- a) Ka uipa te KA auraka i raro ake i te tai taime i te marama, me kore me rava te au tumu manako na te kumiti kia uriuri. I nga mataiti e 6 i topa, kua uipa te kumiti mei te okotai taime i te marama. E au atianga ra tetai kua uipa ana te kumiti e ara atu i tai taime i te marama, kare katoa aia i uipa ana i tetai au mararama no te rava-kore o te au tumu manako.
- b) E tikaanga to tetai uatu mema kia tuku manako ki runga i te pepa akapapaanga uipaanga (agenda), kia tuku iatu te reira ki te TM e 3 ra i mua ake i te uipaanga. Ka rauka katoa te reira au manako i te tuku ki te kumiti i te tuatau o te "manako keke," kia aruia ra te au takainga i roto i te **tuanga 13 & 14** i runga nei.

- c) Kare e akakotingaanga tuatau no te roa i te uipaanga a te kumiti. E mea meitaki auraka tana au uipaanga kia tere atu i te 3 ora. E angaanga ia na te tiemani i te akatere i te uipaanga kia noo te au uriurianga manako ki runga i te au manako tei akanooia, auraka kia aere mamao ki vao, roa atu ei ireira te uipaanga.

8. Muri ake i te uipaanga

Teia i raro nei te au mea te ka anoanoia kia raveia i muri ake i te uipaanga:

- a) Na te TM e topiripiri i te au maramarama, ngutupa, e te au mori kia tamateia, i muri ake i te oki atu anga o te au mema.
- b) Na te TM e type i te meneti uipaanga, akapapu e kua tano te au mea tei type ia, ma te tuku atu ki te au mema o te KA i rotopu i te 3 ra, penei e au mea tetai tei anoanoia te au mema kia rave i mua ake te kumiti ka uipa akaou ei.
- c) Kare te au mema e tuku ki te au Ekalesia me kore tetai uatu tangata, i te au manako puapinga e te muna (sensitive matters) tei oti i te kumiti i te uriuri. Me e au akakiteanga tetai – ki te au Ekalesia, ki tetai uatu, ki te au nuti pepa i runga i te enua, taokotaianga, e te vai atura – ka na roto te reira i te TM.
- d) Ka tuku te TM i te karere kia ratou tei anoanoia i muri ake i te uipaanga. Iaia ka rave i te reira, kia na roto rai aia i te au mataara tei akonoia e tei matauia.