

ACT GREENS Management Committee

Quick Decision Making Procedure

1. Purpose

This procedure sets out the process for Quick Decision Making (QDM) by the ACT Greens Management Committee (MC) to enable urgent decisions to be made out-of-session, while maintaining transparency, accountability, and proper record keeping.

2. Scope

2.1 This procedure must be used when the MC needs to make an urgent decision outside an MC meeting for:

- a) a matter that cannot wait until the next ordinary or urgent MC meeting
- b) clarification of the details of a previous MC decision to allow prompt implementation; or
- c) any matter that the MC has previously agreed may be decided out-of-session.

2.2 This process is only to be used for matters requiring a simple 'yes' or 'no' decision on a proposed motion. Urgent matters that require substantive discussion should be dealt with through an urgent MC meeting in accordance with Clause 15.11 of the ACT Greens Constitution.

3. Procedure

3.1 Initiating a Quick Decision Making Request

1. Any MC member or the Party Director (PD) may initiate a QDM request after consultation to confirm appropriateness with at least one of the following:
 - the Convenor (or if unavailable, the Deputy Convenor or a Co-Convenor);
 - the Secretary;
 - the Treasurer; or
 - the Party Director (PD).
2. The initiator must circulate the proposed motion in writing to all MC members via the approved communication channel, including:

- a) an explanation of the issue requiring a quick decision and how the decision will be implemented;
 - b) the reason it must be made out-of-session (including any external deadlines) rather than via the urgent MC meeting process;
 - c) the text of the proposed motion; and
 - d) a clear deadline (date and time) for responses.
- 3. Members should normally be provided at least 48 hours to respond, or 72 hours if the period includes part of a weekend or public holiday.
 - 4. Shorter deadlines may be set where urgent circumstances require; this must be justified in the request.
 - 5. Voting members may also be contacted by text or other means to ensure awareness of the motion and the deadline.

3.2 Voting and Commentary

- 6. Only voting members of the MC may vote on the motion (support, oppose, or abstain). A vote in support implicitly endorses the urgency of the matter.
- 7. All responses, including comments, must be copied to all MC members and the PD.
- 8. If significant commentary arises, the Secretary (or Deputy Secretary), in consultation with the Convenor(s) and PD, will determine whether to convene an urgent MC meeting instead.

3.3 Determination of the Motion

- 9. After the deadline, the responses will be tallied by the Secretary, Deputy Secretary, Convenor, Co-Convenor, or Deputy Convenor.
- 10. The motion passes if at least two-thirds of eligible voters have voted in support.
- 11. The Secretary will advise all MC members of the outcome and, if passed, the decision takes effect immediately.

3.4 Amendments to the Motion

12. If a member wishes to amend the motion, they must vote against the initial motion and propose an alternative.
13. If the initial motion is passed, all alternative motions are discarded.
14. If the initial motion is not passed, the proposer of an alternative motion may:
 - a) circulate it as part of a new QDM request with a new deadline;
 - b) defer consideration until the next MC meeting; or
 - c) withdraw the motion.

3.5 Recording the Decision

15. For MC minutes:
 - the initiator of the motion will be recorded as the nominator, and
 - the first person to respond in support will be recorded as the seconder.
16. The Secretary will:
 - issue the resolution number when advising members of the outcome;
 - add the resolution details to the Management Committee Motion and Action Register; and
 - note the decision at the next scheduled ordinary MC meeting.