



Guidelines for TRC Committee

Version 2 | January 2025

This document provides extra advice for behaviours and disciplines expected from the committee. It is a document that is expected to evolve with time as the committee add extra advice and guidelines.

Committee Decision Making & Voting Discipline (including virtual voting).

Voting may be used, at committee meetings, to enable decision making. As described in the constitution, the Chair (or acting chair) does not vote in such circumstances, unless there is an equality of votes in which case, they will have the casting vote. It is the Chair's role to ensure that:

- There has been adequate discussion (as time allows)
- That the voting choice is clear
- To point out any conflict with the constitution or established TRC policy

Any committee member can request a vote, but it is the Chair that coordinates it.

In cases where there is time pressure, decisions can be made between meetings using virtual platforms. Debates, which may not happen in real time still need to be controlled by the Chair and must involve a quorate number of members. Where there is disagreement, virtual voting can be used to reach a decision. In such circumstances committee members are requested to adhere to the following extra disciplines:

- Use the Chair to co-ordinate any vote. Join in discussion before any actual voting has been initiated.
- Respect the Chair once voting has commenced. Avoid lobbying, justifying choice or suggesting alternatives.
- Participate in vote, simply stating choice or abstention.

Version History

Version	Date	Author	Changes
1.0	September 2022	TRC	Initial Policy
2.0	January 2025	TRC	Review. No change. Neil Cameron (Chair)