



Australian and New Zealand
CHAMBER OF COMMERCE IN JAPAN
在日オーストラリア・ニュージーランド商工会議所

Australian and New Zealand Chamber of Commerce in Japan

By-Laws

[June 2016]

Australian and New Zealand Chamber of Commerce in Japan

By-Laws

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In the event of any conflict in interpretation or application between the provision of the ANZCCJ Constitution and any By-Law, the ANZCCJ Constitution shall prevail.

By Law No. 1

In regard to 'Expenditure Approvals Procedure'

That the Chair, Treasurer and Executive Director be authorised signatories to all ANZCCJ bank accounts.

The ANZCCJ office shall keep petty cash of no more than JPY100,000, being the total value of all currencies held in the office. Cash holding in excess of this value must be deposited into the ANZCCJ bank accounts within one (1) working day.

By Law No. 2

In regard to “Executive Council Meeting Procedure”

- a) Agenda to be prepared by the Executive Director comprising items to be submitted by any Councillor or the Executive Director. Members may submit Agenda items to a Councillor or the Executive Director for inclusion on the Agenda.
- b) Executive Council meetings will be chaired by the Chair or, in his/her absence, one of the Vice Chairs.
- c) Any Councillor who will not be able to attend shall advise the Executive Director of his/her absence as soon as practical.

Meeting Procedure

- Meeting opened by the Chair
- Attendees & Apologies
- Minutes of the previous Executive Council Meeting are adopted by a motion, or amended by a vote
- Previous month’s accounts adopted by a motion, or amended by a vote
- Agenda items are discussed and decided sequentially
- Items not on the Agenda are dealt with as Other Business
- Date, Place and Time for the next Executive Council meeting is decided, if possible
- The Chair closes the Executive Council meeting

The Executive Director is responsible for drafting the Minutes, including any decisions made, of each Executive Council meeting and circulating them to all Directors promptly. Directors wishing to object to the Minutes may respond to the Executive Director or raise objections when the Minutes are tabled at the next Executive Council meeting.

By Law No. 3

In regard to 'ANZCCJ Employees'

Structurally, the staff of ANZCCJ - permanent, temporary or ad hoc - shall report to the Executive Director. The Executive Director shall report to the Chair on all major and general ANZCCJ business; to the Executive Council Office Bearers on day-to-day operational, membership and finance matters; to the various Committees in regard to their specific tasks, and to the Executive Council as required.

The Executive Council Office Bearers will be responsible for establishing the procedures and systems for managing ANZCCJ employees in a professional manner pursuant to the relevant employment, immigration and contracting practices, regulations and laws of Japan. This includes Job Descriptions, Goal Setting, Performance Review Processes and clear communication on employee issues.

By Law No. 4

In regard to “Sponsorships and Endorsements Principles”

- ANZCCJ is willing to accept Sponsorship in support of ongoing operating costs, specific events, or activities and items which contribute to the Chamber’s ability to serve the membership better. In return for Sponsorship funding or other benefits to Members, ANZCCJ is also willing to publicly endorse products or services.
- As a general principle, ANZCCJ shall seek Sponsorships and Endorsements which significantly enhance the image, identity and financial strength of ANZCCJ and which do not conflict inappropriately with the interests of any Members.
- Other than annual Sponsor Memberships, all other Sponsorships and Endorsements must be approved by the Executive Council prior to finalisation.
- In the event of a conflict between two (2) or more Members over Sponsorship/Endorsement, the principle of ‘first-in-best-dressed’ shall apply, with a formal written commitment being the required threshold.
- The specific terms and conditions of any Sponsorship/Endorsement are to be confirmed prior to the start of the Sponsorship/Endorsement activities.
- Any disputes over Sponsorship/Endorsement issues will be decided by the Executive Council and the Executive Council’s decision shall be final.

Regarding Sponsor Memberships

The sponsor membership year of ANZCCJ shall coincide with the financial and membership year.

All sponsorships expire on 31 March in each year and shall be renewed upon payment of the annual sponsorship applicable for the subsequent year.

Corporate Sponsorships

- **Platinum Sponsor Membership**
JPY 750,000 p.a. sponsor membership due

Limited to a maximum of 10 Platinum Sponsors in a single membership year. This can be increased to a maximum of twelve at the discretion of the Executive Council.

Platinum Sponsor Membership benefits include:

- Twenty five complimentary individual representatives included with each membership
- Recognised as a sponsor at ANZCCJ events
- Exclusive access to an ANZCCJ facilitated and organised event that features a headline guest speaker either from the Sponsor or invited by the Sponsor
- Ten complimentary guest passes available per annum to selected events
- Invitation to have marketing material and promotions on display and available at ANZCCJ
- Access to preferential seating and exclusive invitations to select events
- Concierge consultation of membership benefit requests tailored specific to organisation

- Preferential use of organisations venue (where applicable)
- Exclusive invitation to provide monthly content for newsletter
- Listing in the public online directory
- ANZCCJ website naming with logos
- Three exclusive invitations to provide advertorial content on ANZCCJ newsletter
- Recognised as a Corporate Sponsor
- Eligible for nomination on the Executive Council
- Eligible to join exclusive Chamber Committees relative to your area of business
- Access to a member of the Executive Council upon request
- Voting rights as prescribed in By Law 7

- **Gold Sponsor Membership**

JPY 400,000 p.a. sponsor membership due

Limited to a maximum of 15 Gold Sponsors in a single membership year.

Gold Sponsor Membership benefits include:

- Fifteen complimentary individual representatives included with each membership
- Five complimentary guest passes available per annum to selected events
- Invitation to have marketing material and promotions on display and available at ANZCCJ
- Access to preferential seating and exclusive invitations to select events
- Concierge consultation of membership benefit requests tailored specific to organisation
- Preferential use of organisations venue (where applicable)
- Exclusive invitation to provide monthly content for newsletter
- Listing in the public online directory
- ANZCCJ website naming with logos
- Two exclusive invitations to provide advertorial content on ANZCCJ newsletter
- Recognised as a Corporate Sponsor Eligible for nomination on the Executive Council
- Eligible to join exclusive Chamber Committees relative to your area of business
- Access to a member of the Executive Council upon request
- Voting rights as prescribed in By Law 7

- **Silver Sponsor Membership**

JPY 175,000 p.a. sponsor membership due

Silver Sponsor Membership benefits include:

- Ten complimentary individual representatives included with each membership
- Preferential use of organisations venue (where applicable)
- Exclusive invitation to provide monthly content for newsletter
- Listing in the public online directory
- ANZCCJ website naming with logos
- One exclusive invitation to provide advertorial content on ANZCCJ newsletter
- Recognised as a Corporate Sponsor
- Eligible for nomination on the Executive Council

- Eligible to join exclusive Chamber Committees relative to your area of business
- Access to a member of the Executive Council upon request
- Voting rights as prescribed in By Law 7

- **Bronze Sponsor Membership
JPY 85,000**

- Invitation to provide member only promotions on website (Promotions page)
- Listing in the public online directory
- Recognised as a Corporate Sponsor
- Eligible for nomination on the Executive Council
- Eligible to join exclusive Chamber Committees relative to your area of business
- Access to a member of the Executive Council upon request
- Voting rights as prescribed in By Law 7

Sub-categories within the bronze sponsor membership category include:

Bronze Sponsor Membership Non-Kanto - JPY 45,000 p.a.
Bronze Sponsor Membership Overseas - JPY 20,000 p.a.

Individual Level Membership JPY 25,000

- Eligible for nomination on the Executive Council
- Eligible to join exclusive Chamber Committees relative to your area of business
- Access to a member of the Executive Council upon request
- Voting rights as prescribed in By Law 7

Sub-categories within the individual membership category include:

Individual Members (Non-Kanto Region) – JPY 20,000 p.a.
Individual Members (Overseas) – JPY 10,000 p.a.

Student/ ANZ Battler Members JPY 10,000

- Eligible to join exclusive Chamber Committees relative to your area of business
- Access to a member of the Executive Council upon request
- Voting rights do not attach to this category of membership

By Law No. 5

In regard to “Committees”

- The Executive Council may, from time to time, decide to establish Committees to pursue action on specific ANZCCJ tasks or activities, or to address the interests and needs of a specific group within the Chamber, such as an industry interest group.
- Committees may be established by a simple majority resolution of the Executive Council and may later be disbanded by a simple majority.
- Each Committee must agree to a written “Terms of Reference” for approval by the Executive Council prior to the establishment of the Committee.
- Each Committee shall, in principle, have a Chair or Co-Chairs, and shall be responsible for coordinating the activities of the Sub-Committee and a supporting / sponsoring Executive Council member responsible for reporting to the Executive Council on its progress.
- All Committees must act in accordance with ANZCCJ’s Constitution and By-Laws in performing their assigned tasks.
- A Committee may be comprised of any Member in good standing. Non-ANZCCJ Members may be invited to support an ANZCCJ Committee at the discretion of the Executive Council Chair on the advice of the Chair of the Committee.

By Law No. 6

In regard to 'Membership'

ANZCCJ membership is open to all persons who seek to support and promote the interests of Australian / New Zealand business and Australian / New Zealand business people in Japan, as stated in Article 4 of the Constitution.

Regarding Membership Fees

The membership year of ANZCCJ shall coincide with the ANZCCJ financial year. All memberships expire on 31 March in each year and shall be renewed upon payment of the annual membership fee applicable for the subsequent year.

Membership Fees 2016

Corporate Level Memberships

- Platinum Sponsor Members - JPY 750,000 p.a.
- Gold Sponsor Members – JPY 400,000 p.a.
- Silver Sponsor Members – JPY 175,000 p.a.
- Bronze Sponsor Members (Kanto Region) – JPY 85,000 p.a.
- Bronze Sponsor Members (Non-Kanto Region) – JPY 45,000 p.a.
- Bronze Sponsor Members (Overseas) – JPY 20,000 p.a.

Individual Level Memberships

- Individual Members (Kanto Region) – JPY 25,000 p.a.
- Individual Members (Non-Kanto Region) – JPY 20,000 p.a.
- Individual Members (Overseas) – JPY 10,000 p.a.

Special Memberships

- ANZ Battler Members – JPY 10,000 p.a.
- Student Members – JPY 10,000 p.a.
- Honorary Members -exempt from payment of membership fees

Membership Application Procedure

A prospective Member ("Applicant") must complete an Application Form.

The Executive Director (or the Secretariat if so delegated to by the Executive Director) shall scrutinise the Membership Application to determine:

- whether the Applicant qualifies for Membership,
- what category of Membership is considered most appropriate for the Applicant.

If it is appropriate to do so, any delegated Member of the Executive Council may personally meet with an Applicant to discuss any aspect of the Membership Application.

Any decision made by the Executive Council as to the acceptance or rejection of any Application, or the determination of the Membership status, will be final and absolute.

The Secretariat must advise each Applicant, within five (5) business days of having received the Membership Application whether it has been approved, and if approved, request payment of the appropriate Membership fee.

Upon receipt of the Membership fee from a Member the Secretariat must:

- Issue a receipt to the new Member
- Record the date that payment is received in the Membership Database, and activate the Member's online membership profile
- Issue Password to the new Member for Member access privileges to the Chamber Website
-

The Secretariat must provide at each Executive Council meeting a summary of the Membership status of ANZCCJ, which must be accurate and current when requested.

By Law No. 7

In regard to 'ANZCCJ Executive Council Electoral Process'

ANZCCJ is required to hold annual elections for its Executive Council. The process for these elections shall be as follows:

Candidature

Candidates for the Executive Council are Members who have fully paid their membership fee and who have full voting rights.

Election Date

The "Election Date" shall be set as the date of the Annual General Meeting, with absentee ballots to close at close of business on the day before the Annual General Meeting.

Nominations

No later than two (2) weeks prior to the AGM the Executive Council shall cause notice to be provided to Voting Members of the Annual General Meeting, stating the Agenda for the Meeting, and provision of forms calling for nominations to be circulated at the same time.

Nominations for Executive Council will close five (5) business days prior to the Election Date. Also note:

- A qualified Nominee must be nominated by a Voting Member and seconded by another Voting Member, and shall be valid only if accepted in writing by the candidate nominated
- The Executive Director will screen the Nominations and confirm the validity of all Nominees
- All Nominees will be asked to provide a brief personal introduction and a note to Members regarding their Objectives for the ANZCCJ if elected to the Executive Council
- If the number of candidates exceeds the number of places available, election of the Executive Council shall be by ballot conducted at the Annual General Meeting, and with the agreement of a majority vote of the Executive Council, absentee ballots to be provided to members wishing to vote but unable to attend the AGM in accordance with the relevant by-law.
- The ballot conducted at the AGM shall be conducted as secret ballot

Voting Process

During the Absentee Ballot period, and on the day of the Annual General Meeting the Executive Director shall oversee the issue of Ballot Papers along with Candidates' Introductions and Objectives to all eligible Voting Members. Candidates' names will be listed alphabetically by Company name for Corporate Level Memberships and alphabetically by surname for Individual Members.

Only Ballot Papers received by the close of voting at the Annual General Meeting, and Absentee Ballots received by the stated Absentee Ballot deadline will be valid. Voting Members may cast absentee votes by Fax, Email, Electronic or Postal Ballot following the lodgement instructions on the Ballot Paper.

Each Ballot Paper should be marked with a simple 'Tick' in the box opposite the names of the prescribed number of preferred Candidates.

The number of candidates to be voted for, along with other requirements outlined in Article 6.1 of the Constitution, such as the number of Australian and New Zealand Corporates, and the total number of Corporate Level Members and Individual Level Members, shall be stated on the Ballot Paper. Failure to follow the instructions outlined on the Ballot Paper invalidates the Vote.

To satisfy the requirements outlined in Article 6 of the Constitution, the requisite number of Organisational Level nominees (including the number of requisite Australian and New Zealand Companies) and Individual Level nominees required to be elected to the Executive Council in each election shall be determined prior to the Voting Process.

The number of Councillor positions required to be filled to meet the requirements outlined in Article 6.1 of the Constitution shall be filled by nominees able to meet those requirements and receiving the most votes first. Remaining Executive Council positions shall be filled by the Candidates receiving the most votes.

In the event that the last position is tied, a coin toss shall be used to resolve the deadlock. All disputes shall be adjudicated by the Executive Director in accordance with the Chamber's Constitution and By-Laws. The Executive Director's decision shall be final.

Voting Values

Corporate Memberships

- Members in the Platinum, Gold and Silver Sponsor Member Categories shall have the right to cast four (4) votes. These votes shall be cast in an unsplit block of four (4) by one of the representatives of the Member nominated by the Member to do so.
- Members in the Bronze Sponsor Member Categories shall have the right to cast three (3) votes. These votes shall be cast in an unsplit block of three (3) by one of the representatives of the Member nominated by the Member to do so.

Individual Level Memberships

- Members in the Individual Member Categories shall have the right to cast one (1) vote each

Memberships

- Members in the Special Member Categories shall not have the right to vote

Scrutineer

An impartial representative from both the Australian and New Zealand Embassy is to be secured to act as scrutineer for the tallying process.

Voting Results

The result of the election is to be advised to Members at the AGM, or in the event that the counting of the ballots has not been finalised within 30 minutes of the planned closing time of the event, within two business days to the full membership.

When announcing the elected Executive Council members, only names will be announced, not the number of votes awarded to each person.

The Secretariat shall retain all Balloting Papers and other documents relating to the Ballot in a separate file for future reference as necessary, until not more than one month after the next AGM.

Access to Balloting Papers is restricted to the Secretariat and scrutineers only.

Office Bearers

The new Executive Council must meet as soon as possible after the AGM and elect the three (3) Office Bearers

Office Bearers may self-nominate and must be elected by a majority of the Executive Council. The minimum quorum as stated in Article 6.2 of the Constitution must be present in order to elect the Office Bearer positions.

By Law No. 8

In regard to 'ANZCCJ's Circulating Resolution or Postal Ballot Voting Procedures'

- In the event that a two-thirds majority of the Executive Council agrees to use a Circulating Resolution or postal ballot on a Chamber decision, the Executive Director shall oversee the ballot, unless it has been determined by a two-thirds majority of the Executive Council that there is a conflict of interest, in which case the Executive Council shall appoint a Balloting Committee, comprised of three (3) independent Members of the Chamber, to oversee the work of the Secretariat in conducting the Ballot.
- The Executive Director, or in the case a Balloting Committee has been formed, the Balloting Committee, shall:
 - oversee the preparation of clear, unambiguous Balloting Papers and ensure that the wording of the "decision proposition" is unequivocal.
 - choose a "strike date" to send out Balloting Papers and ensure that the Secretariat delivers Balloting Papers to all Voting Members.
 - hand all returned Balloting Papers to the Balloting Committee, should one have been formed.
- Only Balloting Papers received by the announced Ballot deadline are valid.
- Any improperly or unclearly marked Balloting Papers are to be discarded as invalid.
- The Executive Director / Balloting Committee shall count all of the properly marked valid Balloting Papers in a reliable and secure fashion and advise the Chair of the outcome of the Ballot at the earliest opportunity.
- An Ordinary Resolution requires a simple majority to pass.
- A Special Resolution requires a two-thirds majority to pass.
- The Chair will present the Ballot result to the next Executive Council meeting and make arrangements for the proper implementation of the Members' decision.
- The Secretariat shall retain all Balloting Papers and other documents relating to the Ballot in a separate file for future reference as necessary, until not more than one month after the next AGM.
- Access to Balloting Papers is restricted to the Secretariat and Balloting Committee only.

By Law No. 9

In regard to 'ANZCCJ Resolutions'

- **Ordinary Resolutions:** an Ordinary Resolution requires only a simple majority of Voting Members' valid votes received, either by Circulating Resolution or postal ballot, or at a General Meeting, in order to pass.
- **Special Resolutions:** A Special Resolution requires valid votes of a two-thirds majority of Voting Members received, either by Circulating Resolution or postal ballot, or at a General Meeting, in order to pass.
- **Proposing a Resolution:** a Resolution may be proposed by any Member of the Chamber.
 - A Resolution proposed by a Councillor shall require a simple majority of the Executive Council to be accepted for inclusion on the Agenda of a General Meeting or for Circulating Resolution or postal ballot.
 - A Resolution proposed by a Member shall require the written support of ten (10) other Members of the Chamber to be accepted for inclusion on the Agenda for a General Meeting or for Circulating Resolution or postal ballot.
 - A Resolution proposed for a General Meeting must be proposed and accepted for inclusion no later than ten (10) business days prior to the date of the General Meeting.
- **Balloting Process:**
 - The Balloting Process for voting on a Resolution by Circulating Resolution or postal ballot shall be in accordance with the By-Law covering this process.
 - The Balloting Process at a General Meeting shall be a secret written Ballot on Balloting Papers which reiterate the Resolution and allow for Members to vote simply "Yes" or "No." Members unable to attend the General Meeting will be able to vote by Circulating Resolution or postal ballot. Ballot Papers must be received by the Balloting Committee at the Secretariat no later than the close of business on the day before the General Meeting. These votes are then combined with the votes cast at the General Meeting.
- **The Balloting Committee:** When formed, the Balloting Committee appointed to oversee the process for either: Circulating Resolution or postal ballot or for a General Meeting Ballot, shall work together with the Executive Director to conduct balloting on Resolutions in accordance with the Chamber's Constitution and the related By-Laws.

By Law No. 10

In regard to 'Dispute Intervention'

Should the Chamber be approached to intervene on behalf of individual Member companies in business disputes, the Executive Council considers that ANZCCJ's capacity to influence events in such instances is limited but that the Chamber has at least some obligation to respond to, and provide, basic assistance to Members experiencing commercial or other difficulties in Japan. Such assistance shall be predicated on the Chamber's own assessment of the merits of each individual instance or dispute and shall be limited by the extent of the resources which the Chamber or its volunteer helpers can devote to assisting the company in difficulty. The Chamber will not provide assistance in instances where ANZCCJ's relationships which benefit the entire Membership may be jeopardised or damaged.

By Law Clauses

In instances where the Chamber can assist a Member involved in a business dispute or other commercial or transactional difficulty in Japan, the ANZCCJ will offer assistance on the following basis:

- The relevant ANZCCJ Committee, having reviewed the approach by the Member Company for assistance, may authorise the Secretariat to provide the Member with a range of ANZCCJ's key contacts in Japan Government agencies and a list of legal and consulting firms who are able to provide appropriate advice and services in resolving disputes in Japan.
- In the event that a Member requires further assistance or involvement from the Chamber, the Member must provide a detailed summary of the dispute to the ANZCCJ relevant Committee and make a strong case for the ANZCCJ's intervention in the dispute in question. The Committee will review the Member's Submission and make a recommendation to the Executive Council for a final decision.
- As appropriate, the Chamber may choose to discuss the Member's business dispute or difficulty with Japan Officials or Australian / New Zealand Embassy or Austrade / NZTE Officials as part of the process of determining ANZCCJ's capacity to assist.
- The decision to assist a Member with a business dispute resides with the Executive Council and the decision of the Executive Council shall be final.

By Law No. 11

In regard to 'Election of Office Bearers'

As all Office Bearers are required to step down each year and the Executive Council is required to elect new Office Bearers at the first Executive Council meeting after the AGM, the following procedures shall apply for the election of Office Bearers:

- The date of the first Executive Council meeting after the AGM shall be set.
- A Councillor, preferably one of the Office Bearers, who is not seeking nomination as Chair, shall open the meeting and seek nominations for the position of Chair. Once the Chair has been nominated, the Chair shall call for nominations for the Vice Chair and Treasurer positions, and continue to chair the remainder of the meeting.
- If any of the positions are contested, the Executive Director shall provide simple Ballot Papers showing the candidates for the contested Office in alphabetical order by surname, in a 'tick-the-box' format.
- The Ballot shall be secret.
- The Executive Director shall collect the completed Ballot Papers and with an impartial representative from the Australian Embassy or Austrade, and the New Zealand Embassy or NZTE overseeing, count the votes. In the event of a tie, should a majority vote of the Executive Council agree, time will be allowed for discussion and debate before conducting the ballot again. Otherwise, or in the event that the subsequent ballot result is still a tie, a coin toss shall be used to get a result.
- The Executive Director shall advise the person chairing the meeting at the time the results of the Ballot.
- All outgoing Office Bearers are deemed to have stepped down when the new Office Bearers are named.
- Any disputes shall be resolved by a vote of the whole Executive Council on an appropriate Motion to resolve the dispute.

By Law No. 12

In regard to 'Role and Obligations of Councillors'

Membership of the Executive Council of ANZCCJ confers a distinct set of responsibilities and obligations on the Councillors, even more so on Office Bearers. There is a commitment of time and effort that goes with the role of Councillor and the Chamber can only function well against a background of energy and commitment from the Executive Council as a whole. Following are the roles and obligations of Executive Council members:

- Be a senior representative for the ANZCCJ, its objectives and activities and seek to increase its membership base
- Attend and participate in monthly Executive Council meetings (usually scheduled from 8-9am in the third week of the month)
- Serve as Chair or Vice Chair of one or more ANZCCJ Committees or be part of working groups to deal with specific issues or initiatives and act as a liaison between the Executive Council and that Committee/working group
- Oversee proper management of the ANZCCJ's annual budget
- Attend ANZCCJ events related to their Committee and joint foreign chamber events whenever possible
- Participate in strategic planning and stakeholder engagement sessions
- Act as MC or moderator at events, particularly those related to the Committee with which the council member is affiliated
- Oversee the Secretariat's management of the ANZCCJ's operations
- Councillors who fail to attend four consecutive Executive Council meetings, or not be performing their role as Councillor to the satisfaction of the majority of the Council, may be asked to show cause why they should not be required to step down. A Councillor who by his/her continuous absence or non-performance may be considered by a two-thirds majority of the Executive Council as unsuitable to hold the position on the Council, may be asked to resign from the Executive Council after such a review and with the consent of two-thirds of the Council.
- While the term of office of the elected members of the Executive Council is two years, members should nominate for a Council position on the basis that they will, if possible, make themselves available for two terms so the Chamber can fully utilise their skills and experience developed as a Council member. Prospective Council members should seek to build the skills and experience necessary to assume a leadership role as a Sub-Committee Chair, Vice Chair or Treasurer after having served on the Executive Council for one year.

Executive Council members will be active members of Chamber committees and working groups and when appropriate or necessary, serve as Chairs or Vice Chairs of those groups. Executive Council duties and responsibilities associated with Chamber Committees and working groups include:

- Defining Committee terms of reference at the first committee meeting
- Drafting policy statements, recommendations and technical documents for approval by the Executive Council related to their Committee or working group. The same procedure shall be followed in case of termination or merger of Committees.
- Coordinating regular meetings (usually monthly or bi-monthly) with Committee members as required to achieve the Committee's objectives

Chairs and Vice Chairs of ANZCCJ Committees shall be decided by the Executive Council. The Executive Council will also regularly evaluate the appropriateness of Chamber

Committees and their members and terminate Committees when these are no longer in line with the ANZCCJ's strategic objectives at a particular point in time.

Councillors must keep any matter of a sensitive, commercial or confidential nature discussed at Executive Council meetings, committee meetings, working group meetings and functions in confidence.

If any Councillor vacates his/her position on the Executive Council, for any reason, before his/her Term of office expires, the Executive Council may invite a replacement from among the unsuccessful candidates nominated for election to the Executive Council at the previous election. If there are no such candidates, the Executive Council may nominate a Councillor who qualifies for office and who meets the criteria set out in the Constitution. Any Councillor appointed to the Executive Council in this way inherits the remaining Term of the Councillor they are replacing.

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