

INDIAN ASSOCIATION OF PALLIATIVE CARE

MEETINGS OF THE ASSOCIATION

STANDARD OPERATING PROCEDURE: VI

**“Coming together is a beginning.
Keeping together is progress.
Working together is success.”
– Henry Ford.**

INTRODUCTION

1. Association meetings are crucial for organizations as platforms for communication, decision-making, and collaboration. However, the success of these meetings largely depends on effective planning. Meetings are always an important feature of any business. As IAPC evolves in a new age of work, there's no doubt that meetings matter — but only when the purpose is clear, the agenda is established, and the time spent together leads to alignment, actionable outcomes, and appropriate follow-up communications.

IMPORTANCE OF MEETINGS

2. The most obvious is ensuring Executive Committee Members at the meeting know exactly why they're there, but it goes much deeper than that. It has been learnt that people are far more engaged in meetings when they know what's expected of them and what they'll be accountable for once the meeting ends. What is the importance of meetings?

- a. Provide opportunities for EC members to connect, collaborate, and foster a positive IAPC culture.
- b. Give the leaders of the Association the setting to share and remind the aims and objectives of IAPC.
- c. Fosters open communication among everyone.
- d. Encourages everyone to contribute to meetings in a natural and business-like environment.
- e. Let everyone become involved and heard.
- f. Come up with creative and collaborative solutions.
- g. Opportunity to discover new skills, talents, and resources.

PLACE OF THE MEETINGS

3. The meeting of the Association shall be held at such places and at such times as the Executive Committee may decide. Generally, the Hon. Secretary under the direction of the President shall fix the time and venue of the meetings.

TYPES OF MEETINGS

4. As mentioned in the Introduction of the SOP, meetings are crucial for organizations as platforms for communication, decision-making, and collaboration. However, the success of these meetings largely depends on effective planning. In the Association, generally there are two types of meetings:

- a. **General Body Meetings:** Generally held annually.
- b. **Executive Committee Meetings:** For EC members only.

GENERAL BODY MEETINGS

5. Annual General Body Meetings (AGBM): The AGBM of the Association shall be held in the evening of the second day of the Annual Conference. Only bonafide members of the Association shall be allowed to attend the meeting. The agenda of the AGBM shall include the following and in this order.

- a. Election of Chairman of the meeting if necessary (in the absence of the President)
- b. Tribute to the members lost during the intervening period.
- c. Roll call of the members present; their signatures to be obtained on the Attendance Register.
- d. Confirmation of the proceedings of the previous Annual General Body Meeting.
- e. Adoption of the report of the Hon Secretary of the IAPC, the Editor in Chief of IJPC and Secretary General of IPM
- f. Adoption of the audited accounts of the Association
- g. To elect Executive Committee members.
- h. To approve candidate(s) for any fellowship training or exchange programme that may be coordinated by or be available to the Association.
- i. Any other matter brought forward by the Executive Committee.
- j. Other matter for which due notice was given before.
- k. Invitation by the Org Secretary or his/her designate for the next Conference and finalizing the dates and fees for the next Annual Conference.
- l. To decide the venue and tentative dates for the IAPC Conference following the next.
- m. Any other business with the permission of the Chair

6. Special General Body Meeting: The President may whenever he thinks necessary and shall upon a requisition signed by at least 150 life members of the Association convene a "Special General Body Meeting" at such place he may decide. Such requisition must clearly state the objects of the special meeting proposed to be called and shall be addressed to the Hon. Secretary. Such special general body meeting shall be held within sixty days from the date of receipt of such requisition. (Rule IX Paragraph 12 of the Bylaws). No business should be transacted at this meeting other than that for which the meeting was requisitioned.

7. Minimum Notice Period for Circulation of Agenda: The Hon Secretary shall circulate the agenda along with proposed resolutions at least three weeks before the holding of the meeting of the Executive Committee and General Body.

8. Quorum of the GB meetings shall be as follows:

- a. **The Annual General Body Meeting:** 25 or 1/4th of the IAPC life members whichever is smaller.
- b. **The Special General Body Meeting:** 150 or 1/4th of the IAPC life members whichever is smaller.

EXECUTIVE COMMITTEE MEETINGS

9. The Quorum for all Executive Committee meetings shall be 1/3 of total voting members. The types of EC meetings have been given briefly as under; for details, please refer SOP No II

- a. **Annual EC Meeting:** The Executive Committee shall meet at least once a year, preferably before the commencement of Annual Conference.
- b. **Ordinary EC Meeting:** The new Executive Committee shall formally take over the full charge at the end of the AGBM; therefore, the first Ordinary Executive Committee meeting shall be held after the AGBM and before the valedictory function of the Conference during the Annual Conference.
- c. **EC Meeting (Midterm Meeting):** Midterm Meeting shall take place in the middle of year; preferably at the venue of forthcoming Annual Conference.
- d. **Online Meetings:** Online Meetings can take place at the discretion of the President as and when required to take decisions on some urgent and important issues.

OTHER IMPORTANT POINTS ABOUT MEETINGS

10. Passing of Resolutions in EC and GB Meetings: The voting may be by show of hands or by ballot whichever is thought desirable by the President except for elections to the elective posts. Resolutions will be passed by the majority voted of the members present in the meeting. The President or Chairman in the event of a tie will have a casting vote. The ruling of the President or Chairman shall be final, provided it is within the rules and regulations of the Association.

11. The minutes of all the meetings shall be recorded correctly and to be circulated within two weeks after the meeting is over by email after getting the approval of the President

12. All question submitted to a meeting shall be decided by a majority of votes as registered by show of hands or in such other manner as the members present or the Chairman of the meeting shall determine.

13. All notices and correspondence of the association shall be sent through registered email id of the members. Any notice, if served by email, shall be deemed to have been served on the day following that on which the same is posted; and in providing such service, it shall be sufficient to prove that the notice was properly addressed and posted.

CONCLUSION

14. Meetings play a crucial role in the modern workplace, serving as structured opportunities for teams to align on objectives, communicate effectively, and collaborate toward shared goals. In today's fast-paced work environment, they are essential for problem-solving and improving team dynamics. They contribute tremendously for the development of members on the aspects of communication skills, goal alignment, relationships, accountability, career development, organizational culture, and cross-functional collaboration.

“The best teamwork comes from men who are working independently toward one goal in unison.”

– James Cash Penney.