GENERAL INFORMATION				
1	**Document type**		Rules and Regulations	
2	**Document Owner/Approver**		VPC	
3	**Minimum list of document users to be notified upon release of document update**		Principal and CEO, Deputy Principals, Directors, VPC members	
4	**Document change history**			
	A	DCTN #	Date released	Change originator
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	B	DCTN #	Date released	Change originator
		14/2024	04.03.2024	MCAST QA
		Change history (Section/change details)		
		• References to the Education Act have been changed to the MCAST Act 2023 • References to the COI have been changed to the VPC • Reviewed document to remove any gender specific references		

Instructions for document users with access to College Website

All MCAST employees can access current, controlled and approved documents related to the Quality Management System via the College website www.mcast.edu.mt.

*Document users are encouraged **NOT** to retain printed hard copies of the Quality Management System documents. If, however a hard copy of the document is required, the user is to ensure before use that the printed document is the current revision.*

Continuous Improvement

*Procedures are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Contact your Document Controller on Ext 7148 **today**!*

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1. Scope

1.1 The principles in this procedure for passing of resolutions and decisions through circulation by the Vocational and Professional Council are also applicable to resolutions and decisions passed through circulation by other boards and committees within MCAST, unless otherwise stated herein or stipulated by any other applicable Guidelines, Rules or Regulations.

2. Definitions

2.1 "Act" means the MCAST Act (2023).

2.2 "Chairperson" means the Chairperson of the Council, or the Chairperson appointed or elected for a Meeting whereby in the Vocational and Professional Council this position is held by the Principal and CEO or any other member as may be delegated by same for any specific meeting.

2.3 "Council" means the Vocational and Professional Council also referred to as VPC.

2.4 "Interested member" means a member who is proposing any document, policy or procedure to the Council for approval or ratification thereof.

2.5 "Meeting" means a Meeting, duly convened and constituted, of the Council or any Committee thereof.

3. Procedure and applicability

3.1 This procedure is intended for decisions that do not require detailed discussion or need to be taken urgently and can be approved by means of written procedures by circulation.

4. Authority

4.1 The Chairperson of the Council should decide whether the approval of the Council for a particular business should be obtained by means of a resolution by circulation. If the resolution is proposed by any other Council member, the approval of should be obtained before the draft resolution is circulated to all the members.

4.2 Where not less than 50%+1 of the total number of active voting members at the time, require the written procedure by circulation to be decided at a Meeting, the Chairperson should put the resolution at the next Council meeting. The Interested member should not be excluded for the above purpose.

5. Procedure

5.1 A resolution proposed to be passed by circulation should be sent in draft, together with the necessary support documentation, individually to all the members at the same time.

5.2 The resolution together with all support documentation should be sent to all members including interested members.

5.3 Each procedure, policy or document to be passed by circulation should be explained by a note setting out the details of the proposal and the draft of the resolution proposed. The note should also indicate how to signify assent or dissent to the resolution proposed and the date

by which a member should signify their assent or dissent to the resolution or require a Meeting.

5.4 Each Resolution should be separately explained.

5.5 The decision of the voting members should be sought for each Resolution.

5.6 A maximum of seven calendar days from the date of receipt of draft of the resolution may be given to the voting members to respond by end of business the last day.

5.7 The draft of the resolution to be passed to all members and the necessary supporting documentation should be circulated by hand, or by email whichever method being most practical.

6. Approval

6.1 The resolution is passed when it is approved by a majority of members entitled to vote other than Interested members on the resolution, unless not less 50%+1 of the total number of the active members for the time being require the resolution under circulation to be decided at a Meeting.

6.2 The resolution shall be deemed to have been passed on the last date specified for signifying assent or dissent by the members or the date on which responses from all the members have been received, whichever is earlier and shall be effective from that date, if no other effective date is specified in such Resolution.

6.3 Members signify their assent or dissent by signing the resolution to be passed by circulation or confirming in writing via email to the Registrar depending on the means by which the resolution and respective documentation have been circulated.

6.4 Members should append the date on which they have signed or accented the resolution. In case a member does not append a date, the date of receipt by the secretary of the signed resolution or email should be taken as the date of signing.

6.5 In case the member does not respond on or before the last date end of business specified for signifying assent or dissent, it should be presumed that the member has assented.

7. Recording

7.1 Resolutions passed by circulation should be noted at the next Meeting of the Council and the text thereof with dissent or abstention, if any, should be recorded in the minutes of such Meeting.

7.2 Minutes should also record the fact that the interested member did not vote on the resolution.

8. Validity

8.1 Passing of resolution by circulation should be considered valid as if it had been passed at a duly convened Meeting of the Council.

8.2 This does not dispense with the requirement for the council to meet at the specified frequency.