



## **Rules for the CPA Australian Region**

**June 2016**

### **Commonwealth Women Parliamentarians (CWP) Steering Committee**

#### **Membership**

The Steering Committee will be comprised of one female representative from each Australian State and Territory Branch.

The method of appointing the Branch Representative is to be determined by each Branch. It is expected that the Branch Representative would be elected for the life of the respective Parliament.

Branches can also appoint an alternate to the selected Branch Representative, for the purpose of attending CWP Steering Committee meetings when the Branch Representative is not able to attend meetings.

#### **Chair**

The Chair of the Steering Committee will be elected through a vote of all Australian Region CWP members.

The Chair of the Steering Committee is the Australian Region Representative on the CWP International Steering Committee.

The CWP Deputy Chair is elected by the Steering Committee.

In the absence of the Chair, the Deputy Chair shall chair the meetings.

#### **Role**

The role of the Steering Committee members is to promote parliamentary service for women throughout the region and to represent women parliamentarians' views and concerns.

Steering Committee representatives will:

- consider what the CWP does and endeavour to raise its profile in the Australian Region;
- consider broader Commonwealth issues and how Australia works with the rest of the Commonwealth, including in the Pacific; and
- be involved with CWP activities at regional events.

The Steering Committee will also facilitate the process for the election of the CWP Australian Region representative and provide support and information to the representative.

## **Activities**

### **Steering Committee Meetings**

The Steering Committee shall meet quarterly, or as otherwise agreed by the Steering Committee.

Meetings can be conducted either face-to-face or via electronic means.

The Secretariat in consultation with the Chair shall provide a minimum of 21 days' notice to each member and Branch of a meeting of the Steering Committee.

The quorum for a meeting of the Steering Committee shall be 5 members.

The location of meetings shall be agreed by the Steering Committee, with a view to rotating the location throughout the Branches.

Minutes of Steering Committee Meetings will be maintained and circulated within 21 days of the meeting to Committee Members and Branch Secretaries for circulation to other members.

### **Other CWP Activities**

If feasible, an annual conference, seminar or workshop is to be arranged.

Women parliamentarians from the branches will be invited to attend the workshop.

The theme, agenda and location of the workshop shall be determined by the Steering Committee.

However, the workshop would be designed to:

- foster closer relationships between women parliamentarians in all Branches of the Region.
- provide an opportunity for members to discuss and act on gender-related and other issues in the Australian Region and internationally.
- provide opportunities for strategic discussion and development for women parliamentarians.

**The Rules for the CPA Australian Region Commonwealth Women Parliamentarians (CWP) Steering Committee to be reviewed annually within the first three years.**

Other activities to be arranged and supported as agreed by the Steering Committee.

### **Budget**

The Steering Committee shall submit any required budget proposals to the Australian Region CPA Management Committee for consideration.

Transportation and accommodation costs for CWP Steering Committee meetings shall be the responsibility of each participating Branch.

### **Regional Secretariat**

A Secretariat for the Steering Committee will be provided by the International and Community Relations Office of the Parliament of Australia.