

Policy	GOVERNANCE – FLYING MINUTES		
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Endorsement	Approved by BiC 21 April 2026	Implementation	1 May 2026
Review	Review within 2 years		

PURPOSE

Flying Minutes, sometimes called Circular Resolutions, are a way of enabling a governing body such as a board, council or committee, to make a binding decision between meetings.

This policy document gives direction on the use of Flying Minutes that is consistent with good governance.

SCOPE

This policy is applicable to the operations of:

- Bishop-in-Council
- Diocesan Council
- Standing Committee
- Cathedral Chapter
- Parish Councils
- Committees established by Bishop-in-Council
- Committees established by a Parish Council
- Any other governing body of the Anglican Church Central Queensland that formally adopts this policy as part of their governance parameters.

This policy is not applicable to the conduct of the Synod of the Diocese of Rockhampton or any Annual General Meeting or Special General Meeting of a Parish.

DEFINITIONS

“Bishop-in-Council”; “Diocesan Council”; “Standing Committee”

As defined in the Bishop-in-Council Canon 1989 – 2017.

“Cathedral Chapter”

As defined in the St Paul’s Cathedral Canon 2000 – 2010.

“Committees established by Bishop-in-Council”

Committees established in accordance with section 17 of the Bishop-in-Council Canon 1989 – 2017.

“Committees established by a Parish Council”

Committees established in accordance with section 90 of the Parish Canon 2013.

“Flying Minute”

A mechanism for a governing body to make a formal decision between regular meetings without holding a special meeting that involves the circulation of a written resolution and the receipt of votes on the resolution from each member.

“Parish”

A Parish, Ministry District or Special Ministry of the Diocese as defined in Part II of the Parish Canon 2013.

“Parish Council”

A council for the local governance of a Parish, Ministry District or Special Ministry in accordance with the Parish Canon 2013.

PRINCIPLES

- 1) Flying Minutes should only be used for straightforward matters that need to be decided before the next scheduled meeting.
- 2) If a matter is complex, contentious, or requires discussion to consider options, Flying Minutes are not appropriate. Such matters should be considered in a meeting. In such cases, a special meeting should be called if a decision is needed before the next scheduled meeting.
- 3) Flying Minutes are to contain a proposed motion and supporting information. The supporting information is to be sufficient for deciding on the proposed motion.
- 4) Each member of the governing body shall receive the same information in a timely manner.
- 5) Although Flying Minutes are a useful governance tool, they have a weakness in that alternative views are often not heard. Therefore, a simple majority vote in favour of a draft resolution is not sufficient.

REQUIREMENTS

- 1) Flying Minutes shall include:
 - a) Date of distribution.
 - b) The proposed resolution.
 - c) Any supporting information reasonably required to make a decision on the proposed resolution. Information previously provided does not need to be redistributed but should be referenced.
 - d) Unless clear to all members, the supporting information should be clear as to why this matter needs to be considered by a Flying Minute instead of being held over to the next meeting.
- 2) The Flying Minute shall be distributed to each member of the governing body by:
 - a) Email – with each member of the governing body included on the same email and able to copy all other members in their reply; or

- b) Printed copy – with each member of the governing body receiving the Flying Minute, its supporting material and a page for indicating whether the member is for or against the proposal or is abstaining from voting.

Where all members of the governing body have reasonable access to email, the Flying Minute should be circulated by email as it facilitates a quicker response and easier sharing of views.

- 3) The initiation of a Flying Minute is by a person who holds the position (or equivalent position) of Chair or Secretary of the governing body. An exception is where the governing body has given authority to a particular person to distribute a Flying Minute.
- 4) Members are to respond to the Flying Minute in writing indicating whether they are in favour of the resolution, not in favour of the resolution, or abstaining from voting. Members may also make comments consistent with their vote. Members who abstain due to a conflict of interest should advise this in their written response.
- 5) The person who initiates the Flying Minute is to record the responses received from each member.
- 6) Voting by proxy is not permitted.
- 7) Each member is to provide their written response personally. Responses conveyed through another party are not permitted.
- 8) Because Flying Minutes have a weakness in that alternative views and questions may not be aired before members vote, a simple majority vote in favour of a draft resolution is not sufficient. If any of the following occur, the Flying Minute is to be withdrawn, and the matter considered at a meeting:
 - a) Any member votes against the draft resolution, or
 - b) Any member asks for the matter to wait until it can be considered at a meeting.
- 9) A Flying Minute is considered unsuccessful if two or more members either
 - a) Registers an abstention for a reason other than a conflict of interest, or
 - b) Fails to register a vote.
- 10) Any action in accordance with the proposed resolution should be held in abeyance in cases where not all members have registered their vote on the Flying Minute and less than 72 hours have elapsed.
- 11) The papers of the following regular meeting of the governing body shall include the material that was circulated as a Flying Minute plus a record of the votes by member, regardless of whether the Flying Minute was supported, defeated or withdrawn. The meeting shall consider a motion to ratify the decision on the Flying Minute.