



**AUSTRALIAN LOCAL GOVERNMENT WOMEN'S
ASSOCIATION
NEW SOUTH WALES BRANCH INC**

Nomination Form

2012/13 Executive Committee

I hereby nominate for the following position/s
(print name)

Signature: Date2012

Proposed by: Seconded by:

Signature: Signature:

Please tick one or more as desired:

<input type="checkbox"/>	President
<input type="checkbox"/>	City Vice President
<input type="checkbox"/>	Country Vice President
<input type="checkbox"/>	Secretary
<input type="checkbox"/>	Treasurer
<input type="checkbox"/>	Executive Committee Member (9 to be elected)

It is the responsibility of the nominee to ensure that this form is correctly signed by financial members of ALGWA





Relevant Extracts from Constitution

5. Membership

5.1 *Class of Membership*

Members shall be classed as General Members, Financial Members, Branch Members Associate Members or Life Members.

- a) General and Financial Membership of the Association shall be open to women who:
- i. Are members of an elected Local Government body;
 - ii. are elected at General Election or By-Election
 - iii. Are members of an appointed Local Government body or authority;
 - iv. Were previously elected or appointed to a Local Government body;
 - v. Are employees of Local Government bodies;
 - vi. Are appointed as Life Members, or;
 - vii. Have an interest in Local Government.

A General Member is considered to be a Financial Member when their annual subscription fees have been received by the Secretary by the due date.

- b) Associate membership is open to men, Councils, and Shires who meet the categories:
- i. Are members of an elected Local Government body;
 - ii. Are members of an appointed Local Government body or authority;
 - iii. Were previously elected or appointed to a Local Government body;
 - iv. Are employees of Local Government bodies;
 - v. Are appointed as Life Members, or;
 - vi. Have an interest in Local Government.

Associate Members are not defined as either General or Financial Members.

- c) Life Membership is open to Members who have given outstanding service to the Branch, but not including Associate Members.

Life Membership will be awarded through the following process:

- i. Names of persons to be considered for this honour shall be:
 - 1) Proposed by at least five (5) members
 - 2) in writing
 - 3) supported by written statements
 - 4) submitted to the Executive at least 2 months prior to the next Annual General Meeting
 - 5) referred to the next Annual General Meeting if considered appropriate by the Executive Committee



- ii. The appointment shall be by resolution of the next Annual General Meeting.
- iii. Life Members shall be given the same rights as Financial Members.

5.2 Application for Membership

A person may apply for membership by completing and submitting the appropriate application form and fees to the Secretary.

A person becomes a member upon receipt of the form and fees by the Secretary. The receipt of the form and fees will be acknowledged in writing to the applicant by the Treasurer.

6. Membership Fees

- a) There shall be an annual subscription, as determined by the Executive and presented to the Annual General Meeting for ratification.
- b) The subscriptions for the financial year of the Branch shall become due and payable on 1 January each year, subject to clause 6(d) below.
- c) Notwithstanding 6(b) above a newly elected Councillor shall have up to 3 months to become a financial member but no less than one month before the Annual General Meeting.
- d) If a Local Government Election is held other than in September in any year, the Executive have delegated authority to nominate when the date of the subscriptions of the Branch shall become due and payable.

7. Election of Executive Committee

7.1 Composition

- a) The Executive Committee shall consist of fourteen (14) members comprising five (5) Office Bearers and nine (9) General Committee Members.
- b) The Office Bearers shall be:
 - i. President
 - ii. One (1) City Vice President
 - iii. One (1) Country Vice President
 - iv. Secretary
 - v. Treasurer



- c) Any other positions deemed necessary by the Executive may be created by resolution of the Executive from their number. The holder of such a position may be granted delegated authority to undertake given tasks and responsibilities.
- d) Should the National President of ALGWA be a member of the Branch she will be considered to be an ex-officio (non-voting) member of the Executive Committee. However to have a vote on the Executive Committee the National President must nominate to the Executive Committee and be duly elected.

7.2 Time and Venue of Election and Terms of Tenure

- a) The Election of the Office Bearers and General Committee Members will be held at the Annual General Meeting, which will be held at the time of the Annual Conference.
- b) Terms of Appointment will be one (1) year in length.
- c) The positions of President, City Vice President and Country Vice President shall be limited to no more than two (2) full consecutive terms, with eligibility for re-election after a lapse of a further one (1) year.
- d) In the event that a member of the Executive Committee who held public office at the time of their appointment ceases to hold public office, that person shall be entitled to remain on the Executive Committee for the remainder of the term of office.

7.3 Appointment of Returning Officer

- a) A Returning Officer shall be appointed by resolution of the Annual General Meeting to collect nominations, rule on their validity, and conduct the election.
- b) The Returning Officer shall be an employee of the Host Council and should be nominated in advance by the Executive meeting held prior to the Conference
- c) The Returning Officer, who should not be eligible for election, may appoint such persons he/she deems appropriate to assist in the conduct of the election.

7.4 Nominations

- a) Financial and Life Members are eligible to nominate for a position on the Executive.
- b) Nominations shall be accepted in writing and signed by a mover and seconder, who shall also be Financial Members or Life Members and signed and dated in writing by the nominee.
- c) Nominations shall open and close during the Annual Conference at a time and place nominated by the Executive. These details are to be announced at the beginning of the



Annual Conference by the Returning Officer or President if Returning Officer is not available.

- d) Only valid nominations will be accepted. At the close of nominations all nominations will be collected by the Returning Officer, who will declare validity.
- e) After the close of nominations, and before the commencement of the election, the list of nominees will be announced to the Annual Conference and will also be displayed at the registration desk and throughout the venue.
- f) Space will be provided near the registration desk for nominees to display no more than one A4 sheet of election material pertaining to their nomination. Individuals' election material shall not be placed on delegates seats.
- g) All nomination forms shall include reference to the clause prescribed above in Section 7.4(f).
- h) A list of all positions open for election, along with details describing the method of nomination as outlined by this Constitution, shall be circulated to all members at least twenty eight (28) days prior to the Annual General Meeting. This information will also be clearly displayed at the registration desk at Annual Conference for the duration of that conference.

7.5 Eligibility to Vote

Financial Members and Life Members are eligible to vote in the election of the Executive Committee.

7.6 Method of Election

- a) At the close of nominations, the Returning Officer will announce to the Annual Conference
 - i. If a ballot is necessary for any position, and if so
 - ii. the time and place of voting.

This information will also be clearly displayed at the registration desk from the time of that announcement until the close of the ballot.

- b) Office Bearers
 - i. A ballot will be conducted for each Office Bearer's position if more than one (1) nomination is received for that position.
 - ii. Election to this position will be by preferential voting.
 - iii. If only one nomination is received for an Office Bearer's position that nominee will be considered to be elected.



- c) General Committee Members
 - i. A ballot will be conducted for the nine (9) General Committee positions if more than nine (9) nominations are received.
 - ii. Election of the General Committee Members will be by preferential voting.
 - iii. If only nine (9) nominations are received for General Committee Membership, all nine (9) nominees shall be considered to be elected.
- d) Where a person is elected to one position, she is automatically excluded from any further ballots in which she is a nominee.
- e) All nominees subject to a ballot can nominate another member to act as a scrutineer on their behalf during the count of that ballot. The appointment of such a scrutineer must be made in writing to the Returning Officer prior to the beginning of the count.
- f) At the conclusion of the count, the Returning Officer shall hand a written report to the Presiding Chairperson, and then announce the results to the Annual Conference. The written report will include a notional distribution of preferences for all positions until all but one candidate is eliminated, and shall be retained by the Secretary. This report shall be used to fill casual vacancies for positions of General Committee Members between Annual General Meetings, as determined in section 7.7.e).

7.7 Casual Vacancies

- a) A vacancy on the Executive Committee shall occur if the holder resigns her office in writing, delivered or sent to the President. If the President wishes to resign she shall do so in writing, delivered or sent to the Secretary.
- b) In the event of a casual vacancy in any office referred to in section 7.1.b) (Office Bearers) the Executive Committee may appoint one of its members to the vacant office, the member appointed may continue in office up to and including the conclusion of the Annual General Meeting next following the date of the appointment. The process to fill that vacancy will be as per 7.7. e).
- c) The Executive Committee is empowered to grant leave of absence upon request. If a member of the Executive fails to attend two (2) consecutive Executive Committee meetings without being granted leave of absence then the position will be declared vacant. The process to fill that vacancy will be as per 7.7. e).
- d) In the event of a motion of No Confidence being passed in a member of the Executive Committee by the members at the Annual General Meeting or at a special meeting, that member will vacate the position immediately. The process to fill that vacancy will be as per 7.7. e).



e) Vacancies on the Executive Committee shall be filled in order of the majority votes received by the candidates, if any, at the previous Annual General Meeting. Should there not be sufficient number of such candidates, the Executive Committee may appoint an eligible member at the next Executive Committee meeting. The member appointed may continue in office up to and including the conclusion of the Annual General Meeting next following the date of the appointment