

**Procedure for Nomination & Election of Committee**

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**Authorisation**

Date of Effect	Meeting	Chairman	Secretary
5 Oct 2022	5 Oct 2022	Colin Kitson	Felice Zaina
11 Jan 2023	11 Jan 2023	Colin Kitson	Felice Zaina

**Revisions**

Date	Description
11 Jan 2023	PPG 08 – 01/2023

## **1 Purpose**

To formalise the process that must be followed to comply with the requirements of Associations Incorporations Act 1985 in respect of nomination and appointment of members to the APGC Inc Management Committee

## **2 Scope**

This Procedure applies to nomination and appointment of suitably qualified members to serve on the APGC Inc Management Committee ordinarily occurring at the clubs Annual General Meeting

## **3 Definitions and Abbreviations**

“APGC Inc” means Ascot Park Golf Club Incorporated

“Committee” means the Management Committee of APGC Inc.

“AGM” means Annual General Meeting

“The ACT” means the Associations Incorporations Act 1985

## **4 Responsibilities**

All APGC Inc. members wishing to nominate for Committee must ensure that they satisfy the requirements and adhere to the guidelines set out in Section 5 below.

## **5 Procedure/Guidelines**

- All positions on Committee are subject to election at each AGM.
- No person may stand for election to Committee unless they can satisfy the following requirements;
  1. They are a current financial member of the Club
  2. They have read and understood the provisions of section 30 of The ACT and is not rendered ineligible for Committee membership as a result of those provisions
  3. A retiring Committee member may stand for re-election without nomination, but is still required to satisfy 1 and 2 above.
  4. Any other person seeking election to Committee must be nominated by another current financial member by completing the prescribed nomination form.

That form may be obtained from the Secretary, or be downloaded from the Club's website.

The nomination must be signed by both the nominator and the nominee, and should be lodged with the Secretary within seven (7) days following the formal notice of the AGM which is required to be issued no less than fourteen (14) days prior to the date set down for the AGM at which the election will take place.

- Notice of the Election, including the names of committee members/positions offering to continue and any new nominations for Committee, will be provided to members within the Agenda for the AGM that will be distributed within seven (7) days prior to the AGM .
- In circumstances where a nomination is not received for a vacated position, then nominations may be sought at the AGM. The requirements of items 1 and 2 above will apply to any nomination received.
- The election of persons to Committee will be decided by the majority vote of members present and eligible to vote at the AGM.
- Publication of the election results will be made available to members shortly after the AGM and will also be posted on the Club's website

## **6 References**

- Associations Incorporations Act 1985
- APGC Inc. Rules of Incorporation
- APGC Inc. Procedure for Nomination & Election to Committee - PPG 008

**NOMINATION FORM FOR COMMITTEE MEMBERSHIP**

I \_\_\_\_\_ being a current financial member of the Club

Nominate \_\_\_\_\_ to stand for election to Committee at the forthcoming Annual General Meeting (“AGM”).

The Committee positions to which this nomination refers is/are \_\_\_\_\_

\_\_\_\_\_

Signed by the Nominator \_\_\_\_\_ Date \_\_\_\_\_

I \_\_\_\_\_ Being a current financial member of the Club accept this nomination and confirm that I have read and understood the provisions of Section 30 of the Associations Incorporations Act 1985 and am not ineligible to be a member of Committee.

Signed by the Nominee \_\_\_\_\_ Date \_\_\_\_\_

Note: This form must be completed and submitted, to the Secretary, within 7 days of the formal notice of AGM being issued to members. This will facilitate inclusion of qualifying nominations in the Agenda for the AGM.