

**Lake Macquarie Sustainable Neighbourhood Alliance (Inc)**

ABN 9727 452 3597

Web: [www.sustainableneighbourhoods.org.au](http://www.sustainableneighbourhoods.org.au)

Email: [admin@sustainableneighbourhoods.org.au](mailto:admin@sustainableneighbourhoods.org.au)

Phone: 4921 0117 Post: PO Box 361, Warners Bay, NSW 2282



**Notice:**

**Lake Macquarie Sustainable Neighbourhood Alliance**

**Annual General Meeting (AGM)**

Members of the Lake Macquarie Sustainable Neighbourhood Alliance are invited to attend the Annual General Meeting.

**Date:** Tuesday 15 November, 2016

**Time:** 6.00 – 8.00pm

**Location:** Lake Macquarie City Council Administration Building, 126-138 Main Road, Speers Point

**RSVPS essential to:** Returning Officer, Rachele McConville by Tuesday 8 November 2016. Phone: 4921 0117 Email: [admin@sustainableneighbourhoods.org.au](mailto:admin@sustainableneighbourhoods.org.au)

**Agenda items:**

1. Welcome and background
2. Confirm minutes of last AGM
3. Chair's report
4. Treasurer's report
5. Appointment of Board Members and Office Bearers
6. Meeting Close



## Nominations and election for the Alliance Board

### The Lake Macquarie Sustainable Neighbourhood Alliance Board (the Board)

The Board shall consist of a minimum of five, and a maximum of twelve persons, and include the following roles:

- Chair
- Secretary
- Treasurer
- Up to nine Ordinary Members

One of the Board members will also be nominated to be the Public Officer.

### Board Nominations

Financial members of local Sustainable Neighbourhood groups can nominate for Board positions.

To nominate, a person must:

- Be a current financial member of their local Sustainable Neighbourhood group (and therefore of the Alliance); and
- Be at least 18 years of age; and
- Complete the attached nomination form, including declarations of support from two Sustainable Neighbourhood members; and
- Forward the completed nomination form to the Alliance by 5.00pm on Thursday 10 November 2016, as detailed on the nomination form.

The Board may also call for nominations from the floor at the AGM itself.

### Election rules and voting

Members do not need to be present at the AGM to be elected to a Board position, but must have completed and forwarded their nomination form as above.

The AGM will elect up to twelve members to the Board.

If there are more nominations than Board positions, votes will be taken to make the appointments at the AGM. All financial members of local Sustainable Neighbourhood groups (and therefore of the Alliance) are entitled to vote at the AGM. Voting shall be by a show of hands on a majority basis. In the case of a tied vote, the Returning Officer shall make the final decision.

The roles of Chair, Secretary, Treasurer and Public Officer will then be agreed upon by elected Board members in an *in camera* session of the Board, before being announced to the AGM.



**Lake Macquarie Sustainable Neighbourhood Alliance  
Board Nomination Form 2016**

**1. Nominee to complete:**

I \_\_\_\_\_  
*(full name of nominee)*

of \_\_\_\_\_  
*(residential address of nominee)*

hereby state my intention to stand for election on the Lake Macquarie Sustainable Neighbourhood Alliance Board at the Annual General Meeting scheduled for Tuesday 15 November 2016.

I declare that I am:

- A current financial member of the \_\_\_\_\_ Sustainable Neighbourhood Group (and therefore of the Alliance); and
- At least 18 years of age.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Signature of nominee)*

**2. Nomination supporters to complete:**

**Supporting member 1. Declaration:**

I am a current financial member of the \_\_\_\_\_ Sustainable Neighbourhood Group, and I hereby support the above nomination.

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supporting member 2. Declaration:**

I am a current financial member of the \_\_\_\_\_ Sustainable Neighbourhood Group, and I hereby support the above nomination.

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**3. Once completed, forward this form to the Lake Macquarie Sustainable Neighbourhood Alliance, Returning Officer by 5.00pm on by Thursday 10 November 2016.**

**By Email:**

Lake Macquarie Sustainable Neighbourhood Alliance  
[admin@sustainableneighbourhoods.org.au](mailto:admin@sustainableneighbourhoods.org.au)

**By Post:**

Lake Macquarie Sustainable Neighbourhood Alliance  
PO Box 361  
Warners Bay  
NSW 2282

**By Facsimile:**

Attention: Rachelle McConville  
Lake Macquarie Sustainable Neighbourhood Alliance  
c/o Lake Macquarie City Council  
Fax Number: (02) 4969 5149

**In Person:**

Attention: Rachelle McConville  
Lake Macquarie Sustainable Neighbourhood Alliance  
c/o Lake Macquarie City Council, Administration Building  
126-138 Main Rd  
Speers Point, NSW

