

**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)

**Facebook:** [www.facebook.com/SustainableNeighbourhoodsLakeMacquarie](https://www.facebook.com/SustainableNeighbourhoodsLakeMacquarie)

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



**Notice:**

**Lake Macquarie Sustainable Neighbourhood Alliance**

**Annual General Meeting (AGM) and**

**Special General Meeting (SGM)**

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

**Date:** Tuesday 16 November 2021

**Time:** 6.00 – 7.00pm

**Location:** Online via MS Teams. Please RSVP, and a meeting link will be emailed to you to access the meeting.

**RSVPS essential to:** Returning Officer, Rachele McConville at [admin@sustainableneighbourhoods.org.au](mailto:admin@sustainableneighbourhoods.org.au) by Thursday 11 November 2021.

We will email you a meeting link prior to the meeting.

For additional enquiries, email [admin@sustainableneighbourhoods.org.au](mailto:admin@sustainableneighbourhoods.org.au) or call 0466 748 333.

**Thurs**

**Special General Meeting Agenda:**

1. Welcome and background
2. Proposed updates to the Constitution of the Lake Macquarie Sustainable Neighbourhood Alliance
3. Meeting Close.

**Annual General Meeting Agenda:**

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

## Annual General Meeting

### Nominations and election for the Alliance Board

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

Membership of the Board shall consist of a maximum of twelve persons who must be at least 18 years of age, drawn from the financial membership of the Alliance.

The Board shall formally elect a Chairperson, Secretary, and Treasurer at the Annual General Meeting (AGM), and up to nine Ordinary Board Members. A member will also be nominated to be the Public Officer.

#### Board Nominations

Nominations for Board membership must be supported in writing by two Alliance members.

Only fully paid up members of the Alliance are eligible to nominate for membership of the Board or to vote at AGMs.

To nominate, a person must:

- Be a current financial member of their local Sustainable Neighbourhood group (and therefore of the Alliance) or the Alliance directly; and
- Be at least 18 years of age; and
- Complete the attached nomination form, including declarations of support from two Alliance members; and
- Submit the completed nomination form to the Returning Officer by 5.00pm on **Thursday 11 November 2021**.

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

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.

Board members are elected for a twelve month term of office. All positions must be declared vacant at the AGM and nominations declared open. If there are more nominations than Board positions, votes will be taken to make the appointments.

All paid members 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 2021**



**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 16 November 2021.

I declare that I am:

- A current financial member of the Lake Macquarie Sustainable Neighbourhood Alliance; and
- At least 18 years of age.

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

*(Signature of nominee)*

**Nomination supporters to complete:**

**Supporting member 1. Declaration:**

I am a current financial member of the Lake Macquarie Sustainable Neighbourhood Alliance, and I hereby support the above nomination.

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

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

**Supporting member 2. Declaration:**

I am a current financial member of the Lake Macquarie Sustainable Neighbourhood Alliance, and I hereby support the above nomination.

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

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