



NEMBC AGM - Made Easy 2017

This year is an election year for representatives on the different committees and we have provided this simple guide to make it easy for you to understand the AGM and elections. We really encourage you to send all the forms as soon as possible including Membership forms and payment.

We will be using electronic voting again at this AGM so bring your smart phones and tablets charged and ready to use. We provide passwords on the morning of the AGM.

There are two types of voting at the AGM; there is an open voting system using a card that is held up at the AGM, and the second type of voting is a secret ballot held on an election year. Every second year there is an election for voting for the representatives on the different committees.

What happens before the AGM

Twenty eight days before the AGM the NEMBC must advertise the AGM. The agenda and papers are sent to members and information is provided on the website. This is a Constitutional requirement that announcement of the AGM must be 'posted' 28 days before.

Membership

All membership is paid either by the individual program or in many cases the radio station or 'umbrella organisation' that pays on behalf of the members. Membership must be paid at least two weeks before the AGM in order to vote and be nominated. This is a policy of the NEMBC.

How do members get to vote?

Members that vote are appointed by the radio stations committees or an 'umbrella organisation' committee. The 'governing body' discusses and appoints the delegates to attend the NEMBC AGM. The NEMBC must receive **Letters of Appointment** from these governing bodies. The Letters of Appointment state who the voting delegates are and how many votes each delegate has. It also states who the delegates are that attend the AGM.

What is a voting delegate and a delegate?

- Voting delegates are the only ones that can vote at the AGM.
- A delegate can be nominated for a position on a committee.

How does someone get to nominate for a committee?

To nominate you must be a delegate. Your name must be on the **Letter of Appointment** that the NEMBC receives. Once your name is on the **Letter** then a Nomination Form must be filled out and either sent to the Secretariat or the Forms can be given the day before the AGM at the NEMBC Conference.

Letter of Appointment

Samples of the **Letters of Appointment** are provided on the NEMBC website at least 28 days before the AGM. They are also sent via email to stations and umbrella organisations months before the AGM. They are also provided at the Conference the day before the AGM, but they must be signed by the President, Secretary or Manager of the organisation confirming that the 'governing body' has met and has agreed to the delegates.

How and when to lodge the LETTER?

It is highly recommended that the letter of appointment from the 'governing body' be sent seven days before the AGM. This also helps the Secretariat compile the list of voting delegates.

Nominations Forms

Nomination forms need to be filled out if you want to run for a position on a committee. Nomination forms can be found on the NEMBC website at least 28 days before the AGM. The Forms are also available the day before the AGM on the registration desk at the conference.

Filling out Nominations Forms can occur at any time but is usually done one day before the AGM, at the annual conference. The forms are available for each of the committee positions at the registration desk and must be signed by two NEMBC members and the candidate running for the position.

Nomination Forms need to be in by the designated time 5.30 pm on the Saturday before the AGM.

Proxies

There are two types of Proxies and forms are available for proxies:

Proxies before the AGM:

If a station does not appoint Voting Delegates: A group of five programs may come together and send their proxy to the NEMBC ahead of the AGM. A proxy must be provided in writing and given to Voting Delegates. The Constitution states "The instrument appointing a proxy shall be one for each group of five Members or part thereof as herein provided and shall be deposited with the Secretary of the Council at least three hours prior to the proposed meeting at which such proxy vote is to be cast."

Proxies at the conference.

The day before the AGM proxy forms are available if Voting Delegates need to proxy their vote to another Voting Delegate, at the conference. This can occur if the member, for example, is leaving early and won't be in attendance at the AGM.

Motions presented to the AGM.

There are two ways that motions are raised at the AGM:

- 1) **Motions need 28 day's notice:** Motions are sent with the Agenda and are formulated and sent by the NEMBC Executive Committee when the agenda and papers are sent —posted 28 days before. This is especially important with changes to the Constitution and other important issues.
- 2) **Motions from the conference:** A process occurs where motions are also put to the AGM when they have come **out of workshops** during the conference. Motions go to the NEMBC Executive Committee for consideration and action.

CHECK LIST for the AGM for voting and nominations for committee positions.

- **Have you paid your membership (two weeks before the AGM)?**
- **Let the NEMBC know your voting delegates by filling out a Letter of Appointment**
- **If you have people standing for a committee, have you filled out the Nomination Form?**

Its better to get all the forms filled in before you arrive at the conference however for members who are late with their forms there will be an opportunity to fill in *Letters of Appointment Forms* and *Nomination Forms* at the Conference reception desk. All forms must be filled out and put in the boxes at the conference reception desk before 5.30pm 25 November.

If you think this information could be improved or if you have any questions please don't hesitate to contact the Secretariat and we will help clarify the voting process.