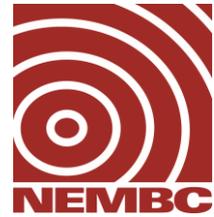


NEMBC AGM - Made Easy



Voting and nominating can be complicated so we have provided you with a simple, easy to use information sheet about the AGM. The NEMBC holds an Annual General Meeting (AGM) every year, usually in November.

There are different types of voting at the AGM; 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 during an election year. Voting is also held electronically using 'SimlyVote' and delegates need to provide emails and mobile phone details in order to vote. Every second year there is an election for voting for the representatives on the different committees.

What happens before the AGM

Twenty one 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.

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. If your station wants to send Delegates who can vote and to be nominated for committee positions there is a new form to make it easier.

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 ***Form for Delegates and Nominations to NEMBC AGM*** that the NEMBC receives. This Form must be either sent to the Secretariat or the Forms can be given the day before the AGM at the NEMBC Conference before 5pm.

Form for Delegates and Nominations to NEMBC AGM

The Form for Delegates and Nominations to NEMBC AGM 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 Form?

It is highly recommended that the Form for Delegates and Nominations to NEMBC AGM from the 'governing body' be sent seven days before the AGM. This also helps the Secretariat compile the list of voting delegates.

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 21 days' notice.** Motions are sent with the AGM Agenda and are formulated and sent by the NEMBC Executive Committee when the agenda and papers are sent — posted 21 days before the AGM. 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.

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.