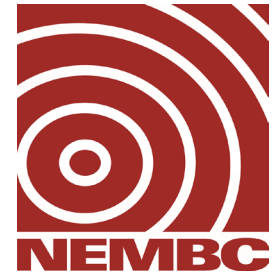


# NEMBC AGM - Made Easy Guide 2024



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 and will be held in May each year due to the organisations change of financial annual reporting.

There are two 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. Every second year there is an election for voting for the representatives on the different committees. This year is an election year.

## What happens before the AGM?

Twenty-eight days before the AGM the NEMBC must advertise the AGM. It is a Constitutional requirement that an announcement of the AGM must be 'posted' 28 days before. Follow up information is provided on the NEMBC website prior to the 21 days' Notice constitutional requirement.

## 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. A Member is a person whose primary role is to represent, produce, prepare or to co-ordinate a Program. A Member must be nominated by the Program on the prescribed NEMBC registration form. A Program is an ethnic program which is regularly broadcast with the spoken content of at least 50% in a language other than English, or a lower percentage of non-English content that is prescribed by the Council. Or a multicultural program which is regularly broadcast with the spoken content of at least 20% in a language other than English.

Due to the change in annual financial reporting the NEMBC recognises that anyone that has paid membership in June 2023 or prior to the 2024 AGM will be a member for the 2024 AGM.

## How do members get to vote and nominate?

Members that vote and can nominate 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 the **Form for Delegates and Nominations to the NEMBC AGM 2024** in order for the members to vote and be able to nominate for positions. The Form is available on the NEMBC website.

## 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. A delegate may have no votes but can still be nominated for positions.

## How and when to lodge the Form?

It is highly recommended that the **Form for Delegates and Nominations to the NEMBC AGM 2024** be sent seven days before the AGM. This also helps the Secretariat compile the list of voting delegates and nominations. Please email the Form to [nembc@nembc.org.au](mailto:nembc@nembc.org.au). However, forms can be given at the NEMBC conference, in the box provided, the day before the AGM no later than 5.30pm 25 May 2024.

## 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 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 28 to 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. This is a way of making conference outcomes have life.

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 and nomination process.***

*\*An “umbrella organisation” is an organisation of different languages groups that formed at access stations to improve representation at the radio station. The groups recognised in the past have been from Hobart THE7, Darwin MBCNT, in Canberra and in Geelong the umbrella group morphed into the radio station Pulse FM.*