



## **MOUNT CRAWFORD DRESSAGE CLUB**

### **MCDC – ANNUAL GENERAL MEETING PROCEDURE**

The affairs of MCDC will be managed by a Committee comprising of a President, Vice-President, Secretary, Treasurer and between four and eight other committee members, all of whom must be members of the club. Committee members may be nominated with election to the Committee to occur at an Annual General Meeting (AGM). Members may be appointed to fill a casual vacancy throughout the year. As per the Constitution, the AGM will be held in October or November.

#### **Before the AGM:**

Notice of the AGM together with a committee nomination form, a motion proposal form and a proxy form shall be sent to all current members at least 28 days prior to the AGM.. Notice of the AGM will also be placed on the club's website. As per the constitution, if a special resolution is proposed, then at least 21 days' notice should be given to members.

Prepare an Agenda for the AGM, including:

- Welcome by the President
- Apologies
- Confirmation of a quorum
- Confirmation of minutes of the previous AGM & SGM (if applicable)
- Business arising from the minutes
- President's report
- Treasurer's report and presentation of financial statement
- Election of Office Bearers
- Voting on any proposed motions
- Guest speaker (if any)
- Date of next meeting (if known)
- Close

To be eligible for committee election, a member must be nominated in writing and the nomination form signed by themselves and another member to second the nomination. This must be emailed to the club's email address ([mcdcdrawsec@gmail.com](mailto:mcdcdrawsec@gmail.com)) and received no less than 14 days before the day on which the AGM is to be held. Proposed motions must also be submitted in writing to the club's email address by 14 days prior to the AGM.

As per the constitution, members shall be entitled to appoint in writing another person who is a member of the club to be their proxy and attend and vote on their behalf at any general meeting of the club. Notice of a proxy vote must also be sent to the clubs email address ([mcdcdrawsec@gmail.com](mailto:mcdcdrawsec@gmail.com)) 14 days before the AGM.

An agenda for the AGM together with the minutes of the previous AGM and SGM (if applicable) will be sent to all members at least 7 days prior to the proposed meeting day.

#### **At the AGM:**

At any general meeting of the club, including the AGM, ten members shall constitute a quorum. A full list of current MCDC members will be available at the AGM to confirm membership. In the event that a quorum is not achieved within 30 minutes of the time specified for the AGM, the AGM will be adjourned to the following MCDC competition or a mutually agreed on date before the end of November. If within 30 minutes of the adjourned AGM a quorum is still not present, the members who are present at the adjourned meeting may proceed with the business of that general meeting as if a quorum were present.

Once a quorum is established, the items on the agenda shall be addressed. The following motions will need to be moved and must be seconded, and a vote (generally a show of hands) taken:

- to accept the minutes of the last AGM & SGM (if applicable)
- to approve the Presidents' report (or Annual Report)
- to approve the Treasurer's report (the Financial Statement)

As committee members only serve a 12 month term, the President should stand down from the Chair during the election and be replaced by an acting Chairperson (someone who is not standing for any position) designated for the period of the election. Once the position of President has been voted on, the incoming President will Chair the remainder of the meeting

If the number of persons nominated in writing for election to the Committee does not exceed the number of vacancies to be filled, the Chairperson will ask for a show of hands from the members present at the AGM to vote on and accept each nomination to the committee.

Where the number of written nominations exceeds the number of vacancies on the Committee, elections for those positions must be conducted and decided on by ballot. Ballot forms will be prepared prior to the AGM and distributed to all members present at the AGM to cast their vote. In the case of a draw, the incoming President has the casting vote. In the case of a draw in the voting of the Presidents role, a revote will take place. If the result is another draw, then the election for Vice President will proceed and the Vice President will then chair the remainder of the committee elections. Once this is complete, the newly elected committee will then vote on the election of the President.

If vacancies remain on the Committee after written nominations have been voted on, additional nominations of Committee members may be accepted from the floor, provided such nominations are seconded by another member and the relevant nominee consents to such nomination. The Chairperson will then ask for a show of hands from the members present at the AGM to vote on and accept each nomination to the committee.

Where the number of nominations from the floor exceeds the remaining number of vacancies on the Committee, elections for those positions must be conducted and decided by a majority of votes cast by a show of hands of all current members in attendance at the AGM.

If a vacancy remains on the Committee after the AGM or when a casual vacancy occurs in the membership of the Committee, the Committee may fill that vacancy, as per the constitution.

The Committee may, in writing, delegate to one or more sub-committees (consisting of members of the club that the Committee sees fit) certain functions of the Committee as required. The Committee may, in writing, revoke wholly or in part any delegation of a sub-committee. Sub-Committee representatives or other members may attend committee meetings at the invitation of the Committee, either as once-off invites or standing invitees.

#### **After the AGM:**

Retiring office bearers must hand over their positions to the new person.

Confirmation of other roles within the committee (such as sub-committee liaison officers, Public Officer etc) will be confirmed at the first committee meeting after the AGM.