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## Housing for the Aged Action Group's Management Committee Nomination Form 2017-2018

### I wish to nominate

Name of nominee: .....

for the position of:

Chairperson ☐

Secretary ☐

Ordinary Member ☐

Vice Chairperson ☐

Treasurer ☐

*(8 positions in total)*

### Acceptance by nominee

Signature of nominee: .....

Date: .....

### Nomination made by

Name of nominator: .....

Signature of nominator: .....

Date: .....

### Nomination seconded by

Name of seconder: .....

Signature of seconder: .....

Date: .....

It is a requirement of the Housing for the Aged Action Group (HAAG) constitution that all nominations for the Management Committee are sent/delivered to HAAG's Secretary at:

1st Floor, 247-251 Flinders Lane, Melbourne 3000 at least 7 days before the Annual General Meeting

**In this case, by 5pm, Wednesday 9<sup>th</sup> November 2017.**

If a person wishes to be nominated but is unable to find a member to nominate them, please call the office on 9654 7389 at least 4 days before the deadline above. If you are nominating for the Committee of Management, we will ask you to provide a brief profile of yourself and your interests to be distributed at the AGM.

**You must be a current member to make a nomination and you must be a current member to accept any nominations. The nominator, nominee and seconder of the position, must also be a current member for the membership year 1st July 2017 - 30th June 2018.**

Date received at office: \_\_\_\_\_

## **Procedure for election of officers and vacancies from the Housing for the Aged Action Group constitution:**

### **5. ELECTION OF OFFICERS AND VACANCIES**

**15.1** Nominations of candidates for election as officers of the Association or as ordinary members of the Committee -

(a) shall be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and

(b) shall be delivered to the secretary of the Association not less than seven days before the date fixed for the holding of the annual general meeting.

**15.2** If insufficient nominations are received to fill all vacancies on the Committee the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.

**15.3** If the number of nominations received is equal to the number of vacancies to be filled the persons nominated shall be deemed to be elected.

**15.4** If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.

**15.5** The ballot for the election of officers and ordinary members of the Committee shall be conducted at the annual general meeting in such usual and proper manner as the Committee may direct.

**15.6** A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for another office for election at the same election.

**15.7** For the purposes of these rules the office of a member of the Committee becomes vacant if the member:-

(a) ceases to be a member of the Association;

(b) becomes an insolvent under administration within the meaning of the Companies (Victoria) code; or

(c) resigns office by notice in writing to the Secretary

(d) becomes a represented person (*under the Guardianship and Administration Act 1986*)

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