



ANNUAL GENERAL MEETING DOCUMENTS

| Item | Pages |
|---|-------|
| Notice of the 2018 Annual General Meeting | 2 |
| Committee of Management Nomination Form | 3 |
| OAC Elections Guidelines | 4 - 6 |
| Appointment of proxy | 7 |



NOTICE OF THE 2018 ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of the Organisation of African Communities of Western Australia (OAC) is to be held on

Sunday 9 December 2018

Time: 4.30 – 6.00PM

Venue: 11 Patrick Court, Girrawheen, WA 6064

The business of the Annual General Meeting shall be:

1. Welcome and approval of register of meeting attendees eligible to vote, proxies and apologies
2. Minutes from 2017 Annual General Meeting.
3. Business arising from the previous minutes.
4. Annual Report of the OAC, including the Annual Financial Statements.
5. Acceptance of draft constitution
6. Conduct elections for Committee of Management positions of: *President, Treasurer, Vice President Administration, Vice President Operations, Secretary, General Committee Member*
6. Announcement of election result
7. General business

Refreshments will be served at the conclusion of the AGM, so please plan to stay a short while after the meeting finishes.

The Secretariat.



COMMITTEE OF MANAGEMENT

NOMINATION FORM

I, Mr/Miss/Mrs/Ms _____,
(Circle relevant option & Insert your full name)

the undersigned, being a financial Voting Member of the Organisation of African communities of WA Inc. (OAC) hereby nominate

Myself

Other Nominee: Mr/Miss/Mrs/Ms _____
(Insert full name of the person you are nominating)

for the position(s) of (if you are nominating for one or more position(s), please tick ALL relevant boxes)

President **Vice-President Administration** **Vice-President Operations**

Treasurer **Secretary** **Committee Member**

Details of Nominee

Current position at OAC (if applicable): _____

Phone: _____ E-mail: _____

African country of Origin: _____

Details of Nominator

Current position at OAC (if applicable): _____

Phone: _____ E-mail: _____

African country of Origin: _____

Date & Signature of Nominee

Date & Signature of Nominator

PLEASE NOTE: Any nomination will be invalid if all persons named here are not current financial members from a community group registered with OAC and/or currently serving in the Management Committee.

Nominations close at 5.00 PM on Saturday 1, December 2018

Email or Mail nominations to the Secretary using one of the following: info@oacwa.com.au or PO Box 58, Dianella 6058



OAC ELECTIONS GUIDELINES

THIS POLICY

At OACWA, we value elections and believe they are an important component in the exercise of our representative democracy.

This internal policy sets out guidelines and modalities related to the smooth organisation/running of elections at OACWA. It complements and is based on rules set in our constitution (Art. 33 – 50) in relation to the election of the Committee of Management, also refers to as the Executive.

Under no terms should this policy supersede the power and clauses of the constitution.

SUPERVISION

Elections to be supervised by a Returning Officers (and assistant officers) as appointed by the management. The returning officer and assistant returning officer will have the responsibility of handling and ensuring an orderly electoral process, including:

- Declaration of the total number of reps (delegates) of member community groups
- Declaration of the total number of ballot papers issued
- Declaration of the positions being voted for and announcing the full names of the candidates for each position.
- Documenting the results of election
- Declaration of the total number of ballot papers returned
- Declaration of the total number of ballot papers rejected
- Documentation of the results
- Announcing the winners

POSITIONS VACANT

- The President
- The Vice-President – Administration
- The Vice-President – Finance and Operations
- The Treasurer
- The General Secretary
- The Director of Research
- The Director of Public Relations and Marketing
- The Director of Youth and Sport



ELIGIBILITY 1 – CANDIDATES

- The following constitutional rules stand:

Article 34.2-3:

- 2 *A person shall not hold more than 1 position on the Committee of Management.*
- 3 *The following rules apply to the holding of positions on the Committee of Management-*
 - (a) *At least one of the three positions of President, Vice President for Administration and Vice-President for Finance and Operations shall be filled by a female;*
 - (b) *The President position shall be filled by a current OAC committee member with not less than 6 months involvement;*
 - (c) *At least one of the two positions of Vice President for Administration and Vice-President for Finance and Operations shall be filled by current OAC committee member with not less than 6 months involvement;*
 - (d) *The Director of Youth and Sport shall be aged between 18 and under 30 at the time of their election; and*
 - (e) *Not more than two (2) members of the Committee of Management shall be from the same Nation.*

Article 35:

A member of the Committee of Management shall-

- (a) *Be aged 18 or over;*
- (b) *Be a member of an Association recognised by OAC WA;*
- (c) *Be a member of an Association for at least one year before the date of election into the membership of the Committee of Management; and*
- (d) *Provide a written statement outlining their experience in, and goals for, the position they are nominated for.*

- Current OAC executive members can nominate other people for election (subject to eligibility criteria according to Art. 34.2-3) and can also be nominated.

ELIGIBILITY 2 – VOTERS

The following constitutional rules (Article 10) stand:

- (1) *OACWA membership shall consists of African community based Association in Western Australia which are incorporated under the Associations Incorporation Act 2015 (WA).*
- (2) *Associations are entitled to nominate two (2) members of their Association who will be entitled to exercise voting rights on behalf of their Association.*



CONDUCTING ELECTIONS

- Voting is by secret ballots.
- Ballot papers to be distributed for all positions at the time
- Each voter to put one of the following signs [X] or [✓] or [1] next to their 1st preference on each position or their person of choice.
- Voters will have enough time to vote. Ballots to be counted and winners announced for each position.
- In cases of a need for second round in any position(s), all relevant processes will be observed for that position(s) only.

ANNOUNCEMENT OF WINNERS

Winners will be announced and presented to voters by the Returning Officer after ballots have been counted, checked and numbers recorded.

END OF RO FUNCTIONS

Functions of returning officer and his/her electoral team to end with the introduction of the newly elected team.

MINUTES

An assistant to the Returning officer or a nominated non-voting person to record voting results with numbers



APPOINTMENT OF PROXY Organisation of African Communities of WA Inc.

I, Mr/Miss/Mrs/Ms _____, of
(Circle relevant option & Insert your full name)

_____,
(Address)

being an eligible voting Member of OAC Inc. as defined by the Rules, hereby appoint

Mr/Miss/Mrs/Ms _____, of
(Circle relevant option & Insert your full name)

_____,
(Address)

or failing him/her, the Chairman of my community organisation for the time being of the Meeting as my proxy to attend and vote on my behalf at the Annual General Meeting of OAC be held on Sunday 9 December 2018 and at any adjournment thereof.

Date and Your Signature

Date & Nominated Proxy signature