2019 DIRECT BRANCH
ANNUAL GENERAL MEETING CHECKLIST

All Direct Branches should hold their Annual General Meetings in August or September of each year.

At their AGM, Direct Branches will elect:

- Office Bearers (President, Vice President(s), Secretary, Treasurer & Membership Officer)
- Delegates to State Executive 2020; and
- Delegates to State Conference 2020.

Direct Branch Office Bearers will hold office from the conclusion of the Annual General Meeting. Direct Branch Delegates to State Executive will hold office from January 01, 2020.

1. SCHEDULING THE AGM AND APPOINTING A RETURNING OFFICER

At the July or August meeting of your Branch, you will need to schedule the details of your AGM and Returning Officer. At this meeting you will need to:

Decide on a time, date and venue for the AGM. Keeping in mind

- The AGM must be held in **August or September**
- At least **21 days' notice must be given to Branch Members** before nominations close
- Allow **7 days between the close of nominations and the AGM**

Branches must also appoint a Returning Officer. If you are unsure who to appoint, contact WA Labor for suggestions.

In special circumstances the State Secretary may approve an amended timeline for an Annual General Meeting. All requests are to be in writing and directed to the State Secretary.

2. CREATING AND SENDING THE AGM NOTICE

- Confirm how many State Executive and State Conference Delegates for 2020 your Branch is entitled to elect.
- Confirm with your Returning Officer a closing time, date, and place for nominations to be sent (WA Labor can be sent Nomination Forms if arranged prior).
- Forward Notice of AGM to membership@walabor.org.au for approval by the State Secretary before proceeding.
- Following approval, notify all branch members in writing (email or post) of the AGM details.

3. NOMINATION AND BALLOT PROCESS

Candidates are eligible to stand for election to a Branch if they are a current, financial member of that Branch **OR** an ex-officio Member of Parliament in a Region or Electorate they represent.

Prepare a Voting Roll

Rule 11.3.5.3 - To vote at a Direct Branch Annual General Meeting, a member must be a current member of that branch, been a member of that branch at 5:00pm AWST on 30 April that year and have attended at least one meeting of that Direct Branch since 1 August of the previous year.

It is the responsibility of the Branch Secretary to prepare a list of all Direct Branch members eligible to vote in accordance with Rule 11.3.5.3.

- Use the first Branch List received following April 30 as a guide to which members were financial at 5:00pm AWST on 30 April; and
- Go back through your Branch Attendance Records and confirm which Branch members have attended a meeting since 01 August 2018.

If a ballot is to occur

- If a ballot is to proceed, the Voting Roll will need to be provided to the Returning Officer.
- All Candidates must then be provided with a copy of all eligible voters at least 7 days before the ballot.
- Check with the Returning Officer that a ballot box and ballot papers will be available at the AGM (WA Labor can arrange the printing of Ballot Papers if necessary).
- The Returning Officer must provide privacy for filling in ballot papers as all voters must vote in secret.
- Advise Candidates that they are eligible to appoint scrutineers to oversee the counting of the ballot.

4. FOLLOWING YOUR AGM

- Check the Returning Officer has provided a **written and signed Report on the result.**
- Send a copy of the Attendance Record, Minutes, Returning Officers Report & Credential Letter to membership@walabor.org.au for processing.