



SUMMARY OF PROCEEDINGS

WCMS - ANNUAL GENERAL MEETING

19th AUGUST 2021

This Summary, of Expected Proceedings for the WCMS Annual General Meeting for 2021, is based on a previous AGM Agenda.

Members are advised that copies of ALL documents, which will be presented to this AGM, will be made available to all Members ONE week prior to the AGM (i.e. 12th August 2021). It is therefore requested that all Reports, and Resolutions, to be presented to the AGM must be with the Secretary 10th Aug and prior to the AGM (i.e. 10th August 2020), to allow time for them to be printed.

(Special Resolutions must be with the Secretary no later than 10th Aug prior to the AGM).

The AGM is scheduled to start at 1.00 pm. Members are requested to be in attendance no later than 12.40 pm in order to sign the Attendance Register.

Please be aware that in order to be eligible to Vote on any Resolution, that is presented to the AGM, Members **MUST be Financial.**

Should a Financial Member be unable to attend the AGM in person, he may, in accordance with the Rules, provide Notice of "Appointment of another Member of the Shed (or the Chairman of the AGM), who shall act as his Proxy, and shall **Vote as the Member has directed**". This Notice shall be provided on the prescribed Proxy Form (which is available from the Secretary).

The completed Proxy Form shall be submitted to the Secretary, either in person or by email (to the address shown below), **no later than 24 hours prior to the start time of the AGM**".

Members will be welcomed to the AGM by the Chairman (usually the President) and will be reminded of the need to sign the Attendance Register.

Apologies and Proxies, if any, will be identified at that stage.

The Minutes of the AGM of the Previous Year will be Tabled, as will the Minutes of any General Meeting of Members of WCMS that has been held since the Previous AGM. All sets of Minutes will be 'open for discussion'. This may also include 'Matters arising from the Minutes'. Each set of Minutes will then be 'Adopted' by a simple majority.

The President's Yearly Report, and the Association's Activity Statement (which is required as part of the Association's Annual Return to be submitted to the ACT Govt) will be presented to the Meeting. Following any discussion about these Reports, a Resolution will be 'put' that they be accepted.

The Treasurer's Report, together with the Auditor's Report, will be presented to the Meeting. Following any discussion about these Reports, Resolutions will be 'put' that they be accepted.

Appointment of Auditor for the Current Financial Year. The Treasurer will present a Resolution to the Meeting that the Association's Auditor be appointed for the Current Financial Year.

The Workshop Manager will present his Report to the Meeting, and 'Move' that it be Accepted.

The Secretary will read the 'Resolution on Membership Fees', as determined by the Committee, for ratification by the Meeting.

In accordance with the WCMS Rules, all Positions on the Committee will be declared VACANT, and the Election of Office Bearers and Committee Members will be conducted. The Public Officer will act as Returning Officer for this Election.

The Committee consists of the FOUR Office Bearers (President, V-President, Secretary and Treasurer) and FOUR Ordinary Members.

If one or more of the Office Bearer positions attract more than ONE Nomination, there will need to be a separate Ballot for each of those positions.

If there are more than FOUR Nominations for the Ordinary Members positions, there will need to be a Ballot to elect FOUR Members to fill the Vacant Positions.

After the Election, the current Chairman will resume the Chair to complete the Meeting.

Any Other Business: Any **Special Resolutions** will be presented here.
A 'Special' Resolution requires, at least, a 75% majority to be successful.
'Ordinary' Resolutions require a 'Simple Majority'.

Meeting Close.

Secretary
Weston Creek Men's Shed Inc
e: secretary@westoncreekmensshed.org.au