

WMAA STATE BRANCHES

Annual Members Meeting, Committees and Election Procedures

State Branch Committee

General

All members are invited and encouraged to attend branch committee meetings and contribute to discussions and provide information at the discretion of the President (in a non-voting capacity).

Individual, state corporate, supplier and local government members of WMAA are affiliated with state Branch in the state where they reside. National members may nominate an employee to represent their organisation in each State Branch.

Branch Committee Authority

The Branch Committee can authorize expenditure within the approved Branch budget; however Committee Members are not authorized to sign contracts and agreements on behalf of WMAA.

Make-up of Branch Committee

The Committee shall generally be made up of a maximum of 15 members (including Office Bearers, State Working Group Representatives and Ordinary Committee Members)

Options (at the discretion of the State Branch Executive Committee):

- States with more than six working groups can consider increasing the committee by the number of working groups over 6.
- State Gold Corporate member representatives and State Premium Corporate Member representatives may be invited to be on the committee at the discretion of the State President or State Executive Committee
- Regional Group representatives may be invited to sit on the committee as corresponding members (over and above the 15) at the discretion of the State Branch Executive Committee. Regional Group representatives have the same rights as other committee members but will obviously not be expected to physically attend meetings, seminars or breakfasts due to distance.

The State Branch Committee shall consist of the following:

1. Executive Committee (Office Bearers) – 2 year term:

i. Branch President

The role of the Branch President is to:

- act as official Branch spokesperson (within the boundaries of the *WMAA Media and Communications Policy*)
- act as Branch meeting facilitator,
- guide the decision making process in accordance with standard procedures
- make discretionary judgments about committee processes (meeting dates, agenda etc)
- summarize committee activities for the AMM
- be the WMAA state representative on SAC (Strategic Advisory Council)
- be responsible for communicating SAC outcomes to the membership of their respective Branch and the Working Groups within that Branch
- consult with the Branch Committee on decisions regarding Branch activities
- Be an authorized signatory for branch expenditure within the branch budget.
- invite State Working Group Chairs to join Branch committee
- sit on the WMAA Board of Directors, if appointed as one of two (2) Branch President Directors
- submit Branch Project Applications to National Office by September 15 of each year
- provide nominations for the John Guice Awards and Life Membership Award when applicable

Ideally the Branch President should have the following attributes:

- good standing in the industry
- good leadership skills
- be a competent chairman
- ability to fairly represent the views of a diverse range of members putting aside his/her personal or company views.
- preparedness to commit the required time to the role of State President
- ability to attend and contribute to the National meetings of the Strategic Advisory Council (normally twice a year)
- ability to attend Board Meetings (if appointed, held 6 times per year)

ii. **Branch Vice-President**

The Branch Vice-President supports the Branch President and acts in that position when the Branch President is not available; otherwise same as Branch President.

iii. **Branch Finance Officer**

The Branch Finance Officer is responsible for:

- developing the Branch budget in consultation with National Office
- consult with the Branch Working Groups and State Admin Officer and/or Branch Executive Officer to ensure the Branch budget is prepared and submitted to National Office by 15th September each year (Branch Budgets include Working Group budgets where Working Groups are not part of a National Division)
- monitoring expenditure against Branch budget and approving invoices for payment by National Office
- summarising branch performance against budget at the Branch AMM
- reporting performance against budget at Branch Committee Meetings

iv. **Branch Secretary**

The Branch Secretary is responsible for:

- ensuring that agendas and minutes are prepared and issued for committee meetings and the Branch AMM (with assistance from Branch Admin Officer or National Office).
- Administering the Branch AMM with assistance from National Office
- following up actions and the people assigned to implement those actions between each meeting
- sharing and storage of committee documentation and reports
- ensuring that copies of all relevant correspondence, minutes, reports etc are forwarded to National Office for website or archiving as appropriate.
- advising National Office of changes of Committee Members

2. Active **State Working Group Chairs or their Representative**

(active working groups are those that meet two or more times per year)

3. Plus **Ordinary Committee Members** – 1 year term

The Committee should nominate from within its constituents (including Office Bearers), individuals responsible for the following

- **Membership**
This committee member is responsible for monitoring membership trends, taking note of new members & resignations, identifying new membership opportunities, making personal contact and welcoming new members and conducting exit interviews with resigning members.
- **Seminar Program**
This committee member is responsible for identifying topics and speakers for branch functions and setting the program.
- **E-News & Website Contributions**
This committee member is responsible for advising the local members of the date of publication of the Branch E-News & WMAA E-News and collating the Branch submission. This committee member shall also check the Branch webpage on the WMAA website and forward information updates

Branch Annual Members' Meeting (AMM) Procedure

The State Branch Annual Members' Meeting (AMM) is not a legal requirement however it is the vehicle by which state branches elect their Office Bearers and Committee Members. The AMM should be held in March or early April of every year to precede the WMAA National AGM for which there is a legal requirement that it be held prior to the end of May each year. (Note there is no need to hold a formal AGM as State Branches are not legal entities in their own right). A charge should not be made for attendance at the AMM and if the AMM is held in conjunction with a seminar or catered event where an attendance fee is charged then access to the official part of the AMM must be provided at no cost to the member.

- Notification of the AMM and call for nominations to the Committee (including Office Bearers) should be distributed to the Branch membership eight (8) weeks prior to the date of the meeting. This notice should include the date and time of the meeting, location, agenda and links to download the nomination form. Members will be given two (2) weeks to nominate. *National Office will distribute this notice to all financial members in each Branch and act as Returning Officer.*
- In the event of more than one nomination for either Branch President or Branch Vice-President being received, an election is required. (see below *Procedure for Election of Branch President & Branch Vice-President*)
- At the AMM each year the Ordinary Committee Members will step down to allow for committee changes to occur.
- Two of the Office Bearers will also step down as per the below schedule, but may be eligible to stand for re-election subject to the *Procedure for Election of Branch President & Branch Vice-President*.

Position	Appointed Odd Years	Appointed Even Years
President		✓
Vice-President		✓
Finance	✓	
Secretary	✓	

- The Chair of each active State Working Group or his/her nominated representative will be invited to sit on the Branch Committee and need not be nominated, seconded or elected.
- A support committee of Ordinary Committee Members (up to maximum of 15 including Office Bearers and State Working Group Representatives) shall be adopted by the members at the meeting. If the total nominations exceed 15 a vote for ordinary committee members will take place electronically prior to the meeting.

Procedure for Elections

- Nominations will be called by National Office via an electronic notice, including the standard WMAA Nomination form, eight (8) weeks prior to the date of the AMM, and circulated to the current database of financial members.
- Invitations to nominate will be sent to all financial individual and corporate members residing in that state.
- There will be a nomination period of two (2) weeks for responses.
- Members shall be asked to nominate for the committee in addition to any executive position they may wish to nominate for to ensure they are eligible to be considered for the committee if they are not successful with an Executive Position.
- Elections for the Executive (if required) will be completed prior to the election for the general committee.
- Corporate, Supplier, Local Government and Small Business members may only nominate one representative from their organisation for any of the Office Bearer positions in each state. The nomination should be approved by the nominated representative of that organization.
- Any person who is an Individual Member in his/her own right and whose company is also a Corporate, Supplier, Local Government or Small Business Member, is deemed to be independent and not representing any organisation.
- Members may self nominate but the nomination must be endorsed by another WMAA member. This endorser must be a current financial member and not be employed by the same organization as the nominee.
- Members nominating other members for any position must have signed acceptance of the nomination from the proposed candidate.
- Candidates can only nominate for one position however if they are unsuccessful they will still be eligible to be an Ordinary Committee Member.
- A Committee member who fails to attend three consecutive meetings without the leave of the Committee may be stood down, at the discretion of the committee, and their position filled as a casual vacancy until the next election.
- WMAA National Gold Corporate Members and National Corporate members are entitled to one vote in each state for Branch related elections (one vote for national elections). The Member should nominate the individual in each Branch authorised to vote on behalf of that organisation. It is the responsibility of National Office to obtain and maintain this list of authorized representatives.
- Supplier members are entitled to one vote in the state in which their membership is registered with WMAA
- State Corporate & Local Government members are entitled to one vote in their home state
- Small Business members are entitled to one vote in the state in which their membership is registered with WMAA
- Individual members are entitled to one vote in the state in which their membership is registered with WMAA
- WMAA Life Members are entitled to one vote in the state in which their membership is registered with WMAA
- WMAA Student/Concession Members are not entitled to vote
- In the event of a tied vote, the successful candidate will be selected by drawing straws
- In the event of an electronic vote the voting papers will be forwarded to the person named as the authorized contact for that corporate membership unless advised otherwise.

- Announcement of Results (the committee must determine and minute their preferred option at a committee meeting prior to the AMM announcement and call for committee members is distributed):
 - Option 1. Results of elections will be broadcast to all members in that state including total number who voted and breakdown between candidates.
 - Option 2. Results of elections will be broadcast to all members in that state without breakdown of details.
 - Option 3. Results will be divulged at the AGM as per 1 or 2 above.
 - Option 4. Results of election will be broadcast to all members and individual breakdowns available on request only.

Office Bearers

These positions are elected by the entire Branch membership for a term of two years.

The election for Branch President and Branch Vice-President shall occur in even years (ie 2008, 2010, 2012 etc) and the election for Finance Officer and Secretary shall occur in odd years (ie 2009, 2011, 2013 etc)

- In the event of no nominations being received for Branch President or Branch Vice-President the outgoing Branch President, Branch Vice-President and CEO will collaborate to identify and contact potential candidates to encourage them to nominate.
- In the event of no nominations being received for Finance Officer and Secretary, the position shall be selected from within the Branch Committee at its first meeting following the AMM.
- The Office Bearers shall be elected for a term of two (2) years and may serve no more than two (2) consecutive terms in any one position. They are however, eligible to stand for the alternate position not previously held.
- In the event of more than one nomination being received for any position, National Office will advise candidates within one (1) week of the close of nominations and request the candidate to prepare a CV and campaign material. This should be provided to National Office within one (1) week to allow time for distribution and election papers to be forwarded to members. National Office will run an electronic ballot with all eligible financial members to be completed within one (1) week. National Office will act as Returning Officers
- Results of the election will be announced prior to the AMM to enable unsuccessful candidates to nominate as Ordinary Committee Members

Procedure for filling Casual Vacancies

In the event of a casual vacancy occurring in the Committee, the Committee shall, where possible, appoint another member to fill the vacancy. This member shall hold office until the next Annual Members' Meeting.

SAMPLE BRANCH AMM AGENDA

WMAA X Branch

NOTICE OF ANNUAL MEMBERS' MEETING

[Insert date & time](#)

[Insert venue](#)

Members interested in standing for election to the XXX Branch committee are encouraged to nominate. [Click here](#) to download the Nomination Form. **Nominations close [insert date](#).**

To ensure a quorum for the AMM, if you are unable to attend, [click here](#) to download a Proxy Form.

Proxy forms must be returned by [insert date](#).

AGENDA

1. Welcome
2. Attendance
3. Apologies
4. Confirmation of Minutes of Previous AMM ([insert date](#))
5. Matters Arising from Previous Minutes
6. President's Report
7. Finance Officer's Report
8. Working Group Reports
 - [List working groups here](#)
9. Announcement of Office Bearers and Committee
10. General Business
11. Close

TIMELINE

8 weeks prior	▪ Notice, agenda and nomination forms circulated to Branch Membership
6 weeks prior	▪ Nomination forms due
5 weeks prior	▪ National Office to request CV & Campaign Material
4 weeks prior	▪ CV & Campaign Material due
3 weeks prior	▪ Electronic Ballot Distributed for Office Bearers
2 weeks prior	▪ Electronic Ballots Due ▪ Announcement of successful candidate(s) ▪ Opportunity for unsuccessful candidate(s) to nominate for the committee
1 1/2 weeks prior	▪ Electronic Ballot Distributed for Ordinary Committee Members
1/2 week prior	▪ Electronic Ballots Due ▪ Proxy Forms Due
0	▪ AMM