

# A Short Guide to the BPS P+C Association Annual General Meeting (AGM) 2018

## General Background

Under the BPS P+C Association Constitution, an Annual General Meeting (AGM) must be held once in every Calendar year.

The AGM is generally held on the first Wednesday in **March** - subject to the availability of the Audit Report and proper, formal notice. The AGM can only take place if the certified financial Audit Report has been completed and is available for presentation. If the Audit report is not available for the AGM then the meeting cannot take place and must be reconvened when the Audit is finalised.

The AGM is advertised to the whole school community and all P+C Association Members at least 14 days prior to the meeting. The notice includes a meeting agenda and a list of the positions to be elected.

## AGM Agenda

The AGM comprises a set of Business Items:

- Minutes of previous AGM
- President's Annual Report
- Treasurer's Annual Report
- Audited Statement of Income & Expenditure (certified)
- Appointment of Auditor for the relevant year

This is then followed by the election of Office Bearer and other P+C positions

## Elections

At the AGM, **all P+C Office Bearers and Subcommittee Co-ordinator positions become vacant** and can be filled by nomination. The positions to be made vacant are as follows:

### Office Bearers

- The President
- The Vice President (x2)
- The Treasurer
- Secretary

### Subcommittee Co-ordinators

- Communications / Events Co-ordinator
- Canteen Co-ordinator
- Canteen Liaison / Roster Co-ordinator
- Band / Choir Liaison Co-ordinator
- Playground Upgrade Committee Co-ordinator
- Balmain Fun Run Committee Co-ordinator

All nominees for vacant positions must be Members of the BPS P+C Association.

### **Membership**

Parents and guardians of pupils attending BPS and any local citizen can become a P+C Member. The School Principal and individual teachers are also permitted to be Members.

Members are those who have previously attended a meeting and paid the annual Membership Fee (currently 50 cents). Members' names are recorded in the Register by the Secretary.

### **Election Process**

At the end of business items of the AGM, the Returning Officer is invited to host the elections. The Returning Officer is the School Principal or their delegate and declares all positions vacant.

All nominations must be made known to the Returning Officer. If a nominee is unable to attend the AGM in person, then a nomination for election can be made in writing, via the Secretary, prior to the AGM.

The Office Bearer positions are elected first. The other representative positions are elected immediately afterwards. On completion of the elections, the Office Bearers and other elected positions commence their duties.

### **Quorum**

As with any standard BPS P+C Meeting, a quorum for the AGM is achieved when there are five (5) or more Members available. This number increases to eleven (11) if P+C Members number 50 individuals or more.

### **The Voting Process**

The voting process for P+C positions can be undertaken by a show of hands, or via a (secret) ballot.

The voting process is determined by the Returning Officer, taking into account the number of nominees for any one position (e.g. a show of hands if there is only one nomination for a position and a secret ballot if there are two or more nominations for a position).

Nominees may be asked by the Returning Officer to outline to Members why they believe they are a suitable candidate for the position being determined.

All positions are voted for by P+C Members. No Member can vote more than once for any one position.

For Members unable to attend the AGM, proxy votes are permitted, but only if confirmed in writing and provided to the Secretary prior to the AGM.