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# NOMINATIONS FOR BRANCH COMMITTEE

Composition of a Branch Committee

A Branch Committee is comprised of:

1. Branch Manager;
2. Branch Secretary; and
3. Additional Members (optional).

Eligibility

1. Branch Committee members can be Affiliate Members, Student Members, Accredited Members or Life Members.
2. All Branch Committee members must be affiliated with the Branch of which they are nominated.
3. No Member whose membership fee is in arrears or who is under suspension may be nominated or elected to a Branch Committee.

Nominations

All nominations for Branch Committee shall be duly completed by Members affiliated to that Branch, duly seconded and with the consent of the nominee, and delivered to the Branch Secretary not later than four weeks before the date fixed for the Branch Annual General Meeting.

Election of Members of Branch Committee

1. If the number of nominations received is equal to the number and type of vacancies to be filled, the persons nominated shall be deemed to be elected to the Branch Committee.
2. If insufficient nominations are received to fill all vacancies, the candidates nominated shall be deemed to be elected and any vacant positions remaining shall be deemed to be casual vacancies and shall be determined in accordance with Rule 7.3.6.
3. If the number of nominations received exceeds the number of vacancies to be filled, the Members affiliated with that Branch will vote for the candidates at the Branch Annual General Meeting. All Branch Committee members shall be elected by a majority vote and each Member affiliated with that Branch is entitled to one vote.
4. The Immediate Past Branch Manager may, on ceasing office, continue to be a Branch Committee member for one year, and thereafter be eligible for re-election as a Branch Committee member.

Duties of Branch Secretaries

The Branch Secretary shall keep and properly maintain all Branch records, conduct Branch correspondence, attend and take minutes of Branch Committee meetings, and attend to any other duties required by the Branch Committee.



# NOMINATION FOR BRANCH COMMITTEE

[NAME OF BRANCH]

IMPORTANT NOTES

This completed form is to be returned to the Branch Secretary by [insert date]

Email: [insert branch secretary's email]

The branch Annual General Meeting (AGM) will take place on [insert date of AGM].

Elections will take place at the AGM.

Nomination

# I wish to propose the following person for election to the Branch Committee at the forthcoming Annual General Meeting.

|  |  |
| --- | --- |
| Name: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Position being nominated for: | Branch Manager  |  | Branch Secretary  |  | Cttee Member  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Signature | Name | Date |
| Nominator |  |  |  |
| Seconder |  |  |  |
| Consent of nominee |  |  |  |