

# ANNUAL GENERAL MEETING PROCEDURES

**WEDNESDAY 17<sup>th</sup> AUGUST 2022**  
**WESTERN COMMUNITY CENTRE,**  
**46 HYDE AVENUE, NAWTON**  
**7.15pm**

PLEASE ENSURE ALL DETAILS AND FORMS ARE COMPLETED AND RETURNED TO WAIKATO TOUCH BY RETURN EMAIL TO [secretary@waikatotouch.co.nz](mailto:secretary@waikatotouch.co.nz)

## Delegates are reminded:

- Nominations are called for all vacant elected positions on the Waikato Touch Executive Committee
- Nominations are called for the positions of President, Vice President, Secretary and Treasurer of Waikato Touch Association. (President and Vice President roles are 2 year terms)
- Each of the prospective officers must be nominated and seconded individually in writing by at least two financial Module Affiliates unless re-standing.
- (Clause 9 (g): At each Annual General Meeting the following regulations for the election of officers shall (unless and until varied at an Annual General Meeting or Special General Meeting) apply:
  - i. Each of the elective members of the Committee shall be nominated individually in writing by at least two financial members and any such nomination shall be signed by the nominees.
  - ii. Such nominations shall be in the hands of the Secretary at least seven days before the commencement of the Annual General Meeting)

**Nominations on the attached form must be received by the Waikato Touch Secretary no later than 4pm on Monday 8th August 2022.**

- Any person nominated should ensure their curriculum vitae is attached to the Nomination Form for distribution to members. Please note the importance of this request as following this step will allow members to consider the nominee in advance.

**Notices of motion must reach the Waikato Touch Secretary no later than 4 pm on Monday 8<sup>th</sup> August 2022.**

(Clause 8 (a): Subject to Section 21 of the Act these rules or any of them may be altered added or rescinded by a resolution in that behalf passed by a majority of not less than three-fourths of the members as being entitled to vote in person at a general meeting of which notice specifying the intentions to propose the resolution has been duly given.)

**Remits for discussion at the General Committee Meeting must be submitted by 4 pm on Monday 8<sup>th</sup> August 2022 on the form attached.**

## AFFILIATED MODULES ATTENDANCE

**ALL AFFILIATED MODULES TO COMPLETE AND RETURN TO:**

**WAIKATO TOUCH ASSOCIATION**

**secretary@waikatotouch.co.nz**

**PO Box 10412**

**Te Rapa**

**HAMILTON 3241**

**BY 4 pm Monday 8<sup>th</sup> August 2022 – Remits/Nominations Due**

<b>AFFILIATED MODULE:</b>	
<b>ADDRESS:</b>	
<b>MOBILE:</b>	
<b>EMAIL:</b>	
<b>DELEGATE:</b>	
<b>ADDITIONAL REPRESENTATIVES: (Observer Status only)</b>	

**Please **tick** the boxes that apply to your Module's position:**

- This module will not have anyone attending this meeting
- This module is nominating person/s for the Committee. The nomination form/s is attached.
- The nominee's CV is attached
- There will be no nominations from this module
- This module's motion/remit(s) is attached.
- This module will not be forwarding any motions or remits

## ELECTION OF OFFICERS NOMINATION FORM

Please note constitution item 9 (g) ii – Nominations must reach the Secretary office by:  
**4pm Monday 8<sup>th</sup> August 2022**

**PLEASE USE ONE FORM PER NOMINATION**

The following nomination is made:

- President
- Vice President
- Treasurer
- Secretary

Nominee: \_\_\_\_\_

Nominated by: \_\_\_\_\_  
(Module and Coordinator Name)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Module Coordinator)

Seconded by: \_\_\_\_\_  
(Module and Coordinator Name)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Module Coordinator)

Accepted by: \_\_\_\_\_  
(Nominee to sign)

Please attach your CV in support of your application form, this is to distribute to AGM delegates so their Affiliated Module is able to make an informed vote at the meeting.

Each of the prospective officers (President, Vice President, Treasurer and Secretary) must be nominated and seconded individually in writing by at least two financial Affiliated Modules unless otherwise re-standing or serving the rest of their nominated term.

**REMIT FOR ANNUAL GENERAL MEETING**

**ALL AFFILIATED MODULES MUST COMPLETE AND RETURN THIS FORM BY:**

**4pm Monday 8<sup>th</sup> August 2022**

**To: WTA PRESIDENT**

[President@waikatotouch.co.nz](mailto:President@waikatotouch.co.nz)

**Waikato Touch Association**

**PO Box 10412**

**Te Rapa**

**HAMILTON 3241**

From \_\_\_\_\_  
(Affiliated Module)

**PLEASE NOTE ONE REMIT PER FORM**

This Association wishes the following remit to be considered for the Agenda:

**It is moved that:**

(Item to be discussed)

**Supporting comments:**

Outline here the basis for the remit, and what the problem it is hoped to resolve, and the impact it will have on any area of the sport.

Signed: \_\_\_\_\_

Position: \_\_\_\_\_  
(e.g. Secretary)