

THE HINDU TEMPLE & CULTURAL CENTRE OF THE ACT (INC.)

Standard Operating Procedure

CONDUCT OF ANNUAL GENERAL MEETING (AGM) & ELECTIONS

OBJECTIVE

To conduct the AGM and the Election in a professional and peaceful manner and in accordance with the HTCC Constitution

TIMING FOR AGM

The AGM must be held in Canberra or its suburbs once every year, within three months after the end of the previous financial year i.e. 30 September, preferably on a Saturday.

PRE AGM

Cut-Off Date for Submission of Membership/Renewal Forms

- The Executive Committee (EC) of the day will decide, broadcast and publish the Cut-Off date for submission of membership/renewal forms on the HTCC Web Site.

Membership List

- Frozen after the Cut-Off date for AGM purpose and must not be tempered. New members/renewals done after this Cut-Off date must be kept separate as they are not eligible for attending the AGM & Election.
- Current financial members of the HTCC could view the membership list by contacting the President or other Executive Committee members.

Broadcast/Publish Annual/Financial Reports/AGM papers

- The EC will publish the annual/financial reports and the AGM related papers on the HTCC Website and in its broadcast at least 48 hours before the AGM. The treasurer report is to provide fully audited accounts where possible.

Appointment of Returning Officer (RO)

- When the elections of the members of the executive committee fall due, the

Secretary will appoint a RO. The selection of the RO must be by his/her consent and the RO must be willing and be available during the period of the AGM and Election process.

- Valid membership list provided to the RO by EC of the day. The list should contain member's name, type of membership and contact details.
- The contestants to liaise with the RO re any queries re the Membership list.

Roles and Responsibilities of Returning Officer

- The RO will be provided access to the HTCC broadcast and will call the nominations at least 4 weeks before the AGM and once nominations received ensure the following:
- At the time of nomination, ensure that the nominee, the proposer and the seconder are financial members of the HTCC.
- Nominations duly proposed and seconded by financial members of the HTCC with the signed consent of the nominee must reach the RO within 14 days before the AGM.
- The Secretary HTCC is advised of the nominations received before one week before the AGM. The Secretary will publish the nominations received in the Broadcast and on the HTCC Website.
- If election is between two or more contestants, consider appointing a three member team to conduct/ oversee the election process. Two members approved by the current EC and third member of the choice of the contestants. Depending on the number of nominations received, also consider whether election timings be different to the AGM day. Consult with the contesting members of their suggestions and options. The objective should be to ensure the AGM and Election environment is maintained professional and peaceful.

AGM DAY

- Only members will be allowed to attend the AGM and the elections. The EC may ask the members to produce their ID to ensure that only members are attending the AGM.

Quorum

- The EC will ensure that at least 25% of the eligible voters are present to constitute the quorum.
- If the quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to such day, and at such time and place, as the committee determines or, if no determination is made by the committee, to the same day in the next week at the same time and place. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall constitute a quorum.

Housekeeping

- Audio visual aids can be used as considered appropriate.
- The recording of Minutes only by the EC Secretary.
- No Photography and or audio recording by members.
- The Agenda items to be given prescribed time frame. If no agreement is reached any issue that can be passed on to the end if time permits.
- Temple sanctity should be maintained at all times.
- No rowdy behaviour will be accepted.

Proceeding at the AGM

- The president and in his absence one of the vice-presidents shall preside at every meeting of the Association, and in the absence of the three, the members present shall elect one of their members to preside.
- The chairman may with the consent of the members present, adjourn any meeting from time to time, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- Resolutions (save those for which a special majority is specifically provided for in the constitution) shall be carried by a simple majority of members present and voting at the meeting. In the case of equality of votes the chairman shall have a casting vote.

Minutes

- The secretary shall keep full and correct minutes of all resolutions and proceedings of the AGM, together with a record of the names of the members of the committee present at the relevant meeting;
- Such minutes shall be signed by the chairman of the meeting at which the proceedings took place or in his/her absence by the committee members present at that meeting at the next succeeding meeting. The minutes so signed shall be an authentic record of what transpired at the relevant meeting.

Voting at elections

- Voting at elections shall be by secret ballot provided an election is necessary;
- Only financial members present at the AGM on the day of the election shall be eligible to vote. Proxy and postal voting shall be available to those members who apply to the returning officer at least 7 days in advance stating the reasons for inability to attend the meeting.
- Two members (whose names appear on the register) of each family will be entitled to vote;
- Associate member shall not be entitled to vote.

Elections

- If there are more nominations than required, and the Election Committee considers to conduct the Elections on a day other than AGM day (no quorum will be required for voting purpose). Results of election conducted this way will be announced after the AGM.
- Contestants should be encouraged to address their plans to the HTCC membership before the elections
- All methods of voting to be considered. Traditional Ballot boxes to be managed by a team selected by the RO.

Announcement of Result

- In cases where there is only one nomination per vacancy, or less nominations than vacancies, then the person or persons so nominated shall be declared elected unopposed at the AGM. If there are vacancies left after the nominations have been considered, further nominations may be called for at the annual general meeting.

Ex-officio arrangements:

- Immediate past president and two vice-presidents will be offered positions as ex-officio members of the committee. If after these offers any of these three positions remain vacant, these three vacant position(s) will be open to nomination/election.

Broadcast of the New Committee

- The new committee election should be broadcasted by the RO within 24 hours of the appointment of the new Committee.

Handover

- Handover of the documents and assets must be handled professionally and be completed within two weeks of the appointment of the new Committee.