



# NSWERA NOTICE OF ANNUAL GENERAL MEETING

October 2024 V1.3

## NEW SOUTH WALES ENDURANCE RIDERS ASSOCIATION INC.

**Saturday 7th December 2024**

Bathurst Panthers, 132 Pipers Street Bathurst

### All forms are available to download from AERAonline. IMPORTANT DATES:

- Closing date for receipt of nominations for Life/Honorary Members – midnight, 8th November 2024
- Closing date for receipt of nominations for Notices of Special Resolutions – midnight, 8th November 2024
- Closing date for receipt of Notices of General Motions – midnight, 8th November 2024
- Closing date for nominations for the State Management Committee is the 29th November 2024.

**However, for the nomination to be included in the published AGM booklet, nominations should be received by midnight 14th November 2024.**

### PROGRAMME: (may be subject to change): Saturday 7th December 2023

From 11:30am:	Registration
12.30pm – (approx.) 4.30pm:	Annual General Meeting
12.45pm (approx.):	Committee nominees' addresses to AGM
1.15pm:	Voting opens
4.30pm:	Voting closes
6.30 pm – midnight:	2024 Presentation & Dinner Dance

### AGENDA FOR AGM: (may be subject to change)

1. Apologies and attendance
2. Approval of previous Minutes of 3rd February 2024
3. Business arising from previous Minutes of 3rd February 2024
4. Election for Committee vacancies – Voting closes 4.30pm
5. Notices of Special Resolutions and Motions – Voting closes 4.30pm
6. President's Report
7. Secretary's Report
8. Financial Report
9. Committee Reports
10. Track Preservation Report
11. Life/Honorary Members, Discussion items and SMC Notices
12. General business

The Draft Minutes of the previous AGM held 3rd February 2024 to be approved at this AGM can be located at [www.nswera.asn.au/members](http://www.nswera.asn.au/members)

### ATTENDANCE AND VOTING:

The NSW State Management Committee has chosen an online Election process to vote on motions and to appoint members to fill the positions on the committee as per the NSWERA Constitution rule 32.5.

Any person can attend the meeting either in person or online. However, only current senior financial members (that is Ordinary Members and Life Members) are entitled to vote. If you are a senior financial member for 2024 you are entitled to vote.

A Zoom link to the online meeting will be emailed to all members in the week prior to the AGM. All attendees joining online will be required to let the moderator know that they have signed into the meeting for attendance records, this includes multiple attendees joining via the one connection.

All voting will be done via the online platform ElectionBuddy. An SMS message will be sent to voting members (Ordinary and Life Members) via your mobile phone with the ElectionBuddy link.

Plurality Voting will be used as per the voting process at the NSWERA 2023 AGM (held 3rd February 2024). When casting their vote, voters are asked to select up to five candidates from the nominees and Yes/No for motions.

Ballot results will be announced at the AGM after the close of voting at 4.30pm and published on the NSWERA website as soon as possible.

### **ELECTION PROCESS:**

There are five positions up for election for a standard two-year term until the conclusion of the 2025 AGM. The newly elected committee members commence office at the conclusion of the 2024 AGM on Saturday 7th December 2024.

**Voting will open via ElectionBuddy at 1.15pm - 4.30pm Saturday 7 December 2024.**

### **MOTIONS/SPECIAL RESOLUTIONS - Forms available on AERAOnline & [www.nswera.asn.au](http://www.nswera.asn.au)**

Voting for motions/special resolutions will be conducted in the same ballot and voters will have a Yes/No option.

### **NOMINATIONS FOR COMMITTEE - Forms available on AERAOnline & [www.nswera.asn.au](http://www.nswera.asn.au)**

An election of the new Committee will be conducted. Anyone wishing to nominate must complete a nomination form. Please ensure all details required are completed to ensure validity of the nomination. Include a brief description of your involvement with endurance riding and reasons for seeking election to the Committee.

Nomination forms must be received by the Secretary at least 7 days prior to the Annual General Meeting (midnight Friday 29th November 2024). To ensure your nomination information is included in the AGM Booklet, please have your nomination to the SMC Secretary by 14th November 2024.

Nomination forms to the SMC Secretary NSWERA email [nsweracommitteesecretary@gmail.com](mailto:nsweracommitteesecretary@gmail.com)

Nominations for the Committee to be put on notice.

<b>TERM ENDS DECEMBER 2024</b>	<b>TERM ENDS DECEMBER 2025</b>
Annette Bailey	Claire Ashton-James
Linda Henley	Brandon Dick
Celia Hodgson	Clare Fleming
Darryl King	Wayne Hegarty
Sarah Pollard-Williams	Fiona Meller

There are five positions up for election.

Nominations must be made by two current senior financial members (quote membership numbers). The nominee must be a current senior financial member and must give his/her written consent. Nominations for election to the NSWERA Committee will be accepted by the Secretary up to seven (7) days before the date of the AGM being Midnight 29th November 2024 (NSWERA Constitution rule 17.1). Please note we would like nominations to be received prior to the 8th November 2024 to allow time for inclusion in Agenda.

If insufficient nominations are received to fill all vacancies, the people nominated as per rule 17(1) will be deemed elected and further nominations will be received from the membership at the Annual General Meeting (NSWERA Constitution rule 17.2).

If insufficient further nominations are received, any remaining vacant positions will be deemed casual vacancies (rule 17.3). The committee will attempt to fill any casual vacancies in accordance with rule 16.5.

If the number of nominations received is equal to the number of vacancies, the people nominated will be deemed elected (rule 17.4).

If the number of nominations received prior to the meeting exceeds the number of vacancies, a ballot will be held at the meeting and the five people with the greatest number of votes will fill the vacancies (rules 17.5 and 17.6).

If further nominations are required to be taken at the meeting, and those nominations exceed the number required to fill the remaining vacancies, a ballot will be held. In this case, the number of people required to fill the remaining vacancies with the most number of votes will be deemed elected (rules 17.5 and 17.6).

#### **NOTICE OF MOTIONS:**

Notices of motions received will be emailed to all members prior to the AGM within the AGM Booklet and will be available to download from our website.

#### **THE VOTING PROCESS:**

The platform ElectionBuddy will be utilised as a professional and independent service. No voting will be conducted via paper ballot at the AGM.

The voting process has two stages to ensure security.

- Step 1: Each voting member will receive an SMS text message with a unique, single use link. This link is used to provide access to the code in step 2. The member only has ONE vote.
- Step 2: Using the link, each voter will receive a SMS text message providing a unique authentication code to access the ballot.
- Plurality voting will be used when voting for the Committee.
- Yes or No for motions and special resolutions.
- Reminders will be sent while the ballot is open to voting members who have not yet submitted their vote.
- Results of the election will be announced at the AGM and be available by re opening your voting link after the close of the election at 4.30pm 7th December 2024. Results will also be published on the NSWERA Website as soon as possible after the close of the election. Results are unavailable to either the NSWERA SMC or Voters prior to the close of the election.
- PLEASE NOTE – once your ballot has been submitted you cannot change your vote.

#### **DINNER & AWARDS PRESENTATION:**

The Awards Presentation is a celebration of 2024 and the achievements of our Members. We invite all those associated with Endurance NSW to attend, enjoy and applaud. Dinner Tickets and sample menu will be available on AERAonline.

IF YOU KNOW THAT YOU ARE THE RECIPIENT OF TROPHIES OR RIBBONS AND YOU WILL NOT BE ATTENDING THE PRESENTATION, PLEASE NOMINATE A PERSON WHO WILL BE COLLECTING YOUR AWARD/S FOR YOU AND ADVISE THE NSWERA REGISTRAR ON (02) 4938 0081 OR EMAIL [registrar@nswera.info](mailto:registrar@nswera.info)

Misplaced awards are not the responsibility of the NSWERA.

Contact: [nsweracommitteesecretary@gmail.com](mailto:nsweracommitteesecretary@gmail.com)

