

MEMBERS - VOTING RIGHTS AND PROCEDURES - CENTRES

THE VOTING PROCESS HAS CHANGED, SO PLEASE READ THE FOLLOWING CAREFULLY, SO THAT YOU FULLY UNDERSTAND WHAT DOCUMENTS YOU ARE REQUIRED TO RETURN!

As you have been listed on your centre affiliation form as one of the two members from your Little Athletics Centre to vote on behalf of the centre, you are herein provided with the necessary documents for exercising that vote for the election of Board Directors and conferring of Life Membership, as well as providing the position of your centre in relation to a discussion item.

ELECTION OF BOARD DIRECTORS AND CONFERRING OF A LIFE MEMBERSHIP

In order to ensure that delegates from **ALL** centres are able to lodge their votes for the election of Board Directors and conferring of a Life Membership, the vote for both of these matters will be conducted as a **POSTAL BALLOT ONLY**, with the result announced at the Annual General Meeting on Saturday, 21 July 2018.

Therefore, **ALL DELEGATES** from **ALL CENTRES** are required to **RETURN THE GREEN POSTAL BALLOT PAPER**, irrespective of whether they will be in attendance at the Annual General Meeting.

In order to lodge your vote, the green Postal Ballot Paper **must** be completed and lodged with the Little Athletics NSW Returning Officer (in the supplied envelopes), by **9am Thursday, 19 July 2018**. To lodge an eligible vote, you need to: -

1. Place a YES or NO in all relevant boxes on the **Ballot Paper**.
2. Fold the paper and place it in the inner (small) envelope provided and seal the envelope.
3. Place that inner envelope in the envelope marked **POSTAL BALLOT**, pre-addressed to the returning officer. You must use the envelopes supplied.
4. Put the envelope containing your vote in the post, allowing sufficient time for it to arrive at the Little Athletics NSW office by 9am on **Thursday, 19 July 2018**. No stamp is required.

DISCUSSION ITEM

If you are attending the 2018 Annual General Meeting and Conference, you can advise your position on the discussion item in person at the meetings.

You should by now have completed your conference **attendance form** and forwarded it to the Little Athletics NSW office (with the necessary fees). If you have not already provided a completed attendance form, please do so by **Friday, 6 July 2018**, at the latest.

If you are unable to attend the AGM and Conference, but wish to have your position on the discussion item still noted, you can do one of the following: -

1. **Appoint an Alternative Delegate**

Another person (who **is** a member of your centre), may be nominated as an alternative delegate for these meetings only. You need to complete an **attendance form** with their details on it and forwarded this to the Little Athletics NSW office (with the necessary fees) by **Friday, 6 July 2018**.

OR

2. **Appoint a Proxy**

If your centre will have a delegate present at the AGM and Conference, you can appoint that person to hold your proxy and therefore indicate your preference on your behalf. **You can only give your proxy to a delegate from your own centre.** In order to appoint this member as proxy, the pink "Form of Appointment of Proxy" must be completed and forwarded to the CEO at the Little Athletics NSW office, by **9am, Thursday, 19 July 2018**. Do not use any of the enclosed envelopes. You must use your own envelope and stamp.

OR

3. **Complete and Lodge an Indication of Preference Form for Discussion Items**

In order to directly notify Little Athletics NSW of your position in relation to the discussion items, you will need to complete a blue indication of preference form. The form has to be signed by you and lodged with the returning officer (in the supplied envelope), marked PREFERENCE FORM, by **9am Thursday, 19 July 2018**. You must place your **own stamp** on this envelope.

In summary, you can:

1. Lodge your postal vote for election of the board directors and award of life membership

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2. Attend the meetings and in person, OR
3. Appoint an alternative delegate from your centre, OR
4. Appoint another attending delegate from your centre as proxy, OR
5. Lodge an Indication of Preference Form for Discussion Items

Little Athletics NSW must be notified, in writing, on the correct forms, of your option for exercising your right to have your voice heard and your vote count.

If you are not clear on the correct procedures, please contact the staff at the Little Athletics NSW office on 9633 4511.