

Memo 335.18

To: All Clubs

From: Women's Bowls NSW Governance Committee

cc: Womens' Bowls NSW Board, Committees and Staff

Date: 29th May 2018

Re: AGM Time: Preparing for Election of Club Officers

After requests from members for clarification, the following are guidelines for clubs on the procedure when calling for nominations.

A specific procedure is not in the Club Constitution because it can be different according to the needs of the club. However, we would recommend:

- A returning officer is appointed prior to the call for nominations. This person must be impartial. For example, the club secretary for this position would be inappropriate due to a potential conflict of interest.
- Nominations are given to the returning officer in sealed envelopes, marked 'Nomination'. The title of the position would be inappropriate.
- Envelopes are only opened by the returning officer after the close time for nominations to be received.

As you will be aware, your Constitution states that nominations should be called for **at least 42 days** prior to the AGM. This is non-negotiable.

We hope this is useful in guiding your club to a positive outcome for all members.

