



*"Members helping Members"*

## MELBOURNE PC USER GROUP INC.

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### AGM and Elections

Notice is hereby given that the 40th Annual General Meeting of Melbourne PC User Group Incorporated will be held on Wednesday, November 1, 2023, online via Zoom and in person as per the address above, at 7.30 pm.

#### Annual General Meeting Agenda

##### 1. Apologies.

##### 2. Minutes

To consider and if thought appropriate pass the following resolution:-

"That the Minutes of the 39<sup>th</sup> Annual General Meeting held on 2<sup>nd</sup> November 2022, be approved as a true and correct record."

##### 3. Reports

To receive the annual report from the President.

##### 4. Accounts

To receive and consider the Treasurer's report and, if thought appropriate, pass the following resolution: "That, in accordance with part 7 of the Associations Incorporation Reform Act 2012, the statement containing the Income and Expenditure of the Group for the year to 30th June 2023 and the assets and liabilities of the Group at 30th June 2023 be accepted".

##### 5. To appoint an appropriately qualified person to review the financial statements according to the Act

##### 6. Declaration of the Election of Committee of Management

Nominations for committee will occur during September, and, if required, a postal vote will be held in late October.

##### 7. To consider and if thought appropriate pass the following resolution:-

That the annual subscription rates for members:-

Note that the joining fee will remain \$0.

Individual      \$105.00

Family          \$27.50 (This is for every family member after the 1st member has paid their full fees)

Pensioner      \$88.00

Student A      \$88.00 (25+ years old)

Student B      \$38.50 (15-25 years old)

Corporate      \$205.00."

##### 8. SGM Minutes

To consider and if thought appropriate pass the following resolution:-

"That the minutes of the Special General Meeting that took place on February 2nd 2022 to consider Kevin Hale as a Honorary Life Member be approved as a true and correct record."

## 9. Rules Changes - Special resolution

**Explanatory note:** The 2021 Rules retain an ambiguity regarding the appointment of the Returning Officer. By modifying the Rules 30 and 52(3), this ambiguity is removed. It has also been suggested by our Auditor, Griffiths Partners, that it is preferable to specify the composition of committee in one rule only and reference that rule wherever it is relevant to do so in other rules. To accomplish that aim, Rule 32(1) should stand as it is and be referenced by Rule 45(e) and 52(3). The aim of clarifying the appointment of the Returning Officer and specifying the composition of committee are complementary changes because both impinge on Rule 52(3) and so should be treated together.

To consider and if thought appropriate make the following changes to the rules through a special resolution.

### **Current (2021) - Rule 30 Annual general meetings**

- (1) The committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) Despite subrule (1), the Association may hold its first annual general meeting at any time within 18 months after its incorporation.
- (3) The committee may determine the date, time and place of the annual general meeting.

**PROPOSAL:** Remove the redundant Rule 30(2), renumber Rule 30(3) to 30(2) and add a new Rule 30(3) so that Rule 30 then reads:

### **Proposed - Rule 30 Annual general meetings**

- (1) The committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.*
- (2) The committee may determine the date, time and place of the annual general meeting.*
- (3) Prior to the annual general meeting, the Committee shall appoint a member who is not nominated for a position as officer or Committee member to act as Returning Officer for the annual general meeting.*

### **Rule 52(3) currently reads:**

- (3) If more than one member is nominated for an officer position or more than eight members are nominated for the remaining Committee member positions, the Committee shall appoint a member who is not nominated for a position as officer or Committee member to act as Returning Officer to conduct the election by:
  - (a) preparing a ballot paper that includes all members that submitted nominations, the positions that they have nominated for, the closing date for lodging votes;
  - (b) emailing this to all members not less than 28 days prior to the annual general meeting; and
  - (c) publishing the ballot paper and the closing date on the Association's website.

**PROPOSAL:** Remove a portion of the first paragraph, which is made redundant by the proposed amendment of Rule 30, so that Rule 52(3) then reads:

### **Proposed - Rule 52(3)**

- (3) If more than one member is nominated for an officer position or more than the maximum number of members allowed under Rule 32 (1) are nominated for the remaining Committee member positions, the Returning Officer is to conduct the election by:*
  - (a) preparing a ballot paper that includes all members that submitted nominations, the positions that they have nominated for, the closing date for lodging votes;*
  - (b) emailing this to all members not less than 28 days prior to the annual general meeting; and*
  - (c) publishing the ballot paper and the closing date on the Association's website.*

**Current (2021) Rule 45(e)**

(e) ordinary members (if any) elected under Rule 53.

**PROPOSAL:** Amend to read:

**Proposed - Rule 45(e)**

(e) ordinary members (if any) elected under Rule 53 and subject to the maximum number of other committee members allowed under rule 32 (1).

**10. Rules Changes - Special resolution**

**Explanatory note:** To explicitly allow electronic means to be used for the voting for committee members, Rule 53(1) should be changed to allow for email to the returning officer.

To consider and if thought appropriate to make the following changes to the rules through a special resolution.

**Current (2021) Rule 53(1)**

The election shall be decided by secret ballot. Members may vote by completing a ballot form and forwarding it by mail or delivering it to the Returning Officer in a sealed envelope by the closing date

**PROPOSAL:** Amend to read:

**Proposed Rule 53(1):**

The election shall be decided by secret ballot. Members may vote by completing a ballot form and forwarding it by mail, delivering it to the Returning Officer in a sealed envelope or via email by the closing date.

**Nominations for Committee**

Nominations for the positions of President, Vice-President, Treasurer, Secretary and eight Committee Members for a 12-month period commencing November 2023 close on Wednesday 4th October 2023 at 3:00pm sharp. Nominations of candidates shall comply with Rule 32.

**Proxies**

If you cannot attend the AGM in person, you may appoint a proxy using the Proxy form on the AGM web page. Note the completed forms must be received in the Melb PC office by 3:00pm Monday October 30th 2023. Please enter your voting intentions for each Motion by marking the appropriate Check box on the form.

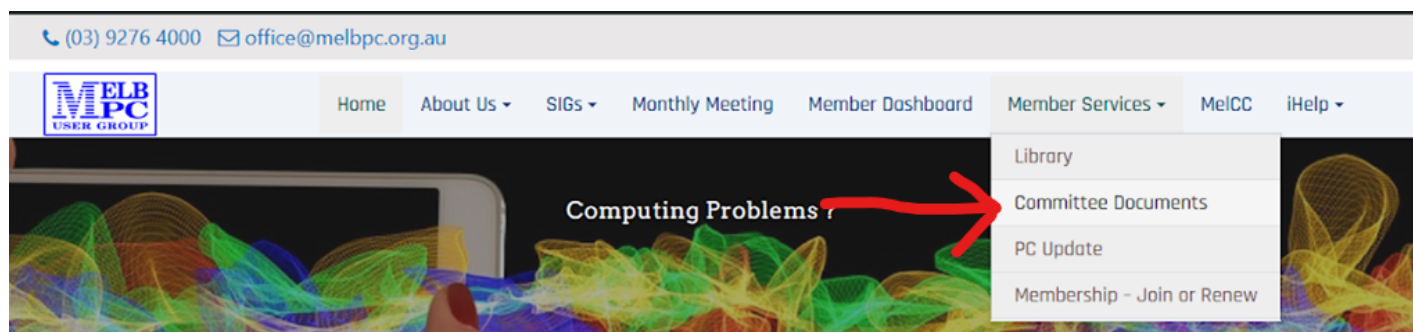
**Complete Information (including Nomination & Proxy forms)**

All complete information about nominations, proxies, Committee election, the AGM and reports are on the 2023 AGM website.

**Access to the AGM documents**

First you must login to the MelbPC website using your melbpc.org.au Google account. Then either click on the link below or follow the instructions from the image below.

<https://www.melbpc.org.au/committee/minutes-reports/committee-documents-2023/>



Aidan Kelly  
Secretary