

Palmwoods Memorial Hall Association Inc.

ABN 58 879 561 487
PO Box 180, Palmwoods QLD 4555
email: palmwoodshall@gmail.com web: www.palmwoodshall.org.au

Nomination Form – Committee Members

Use this form for nomination of Palmwoods Memorial Hall Assoc. Inc. Committee Members

We, the undersigned, nominate	
Name:	
Address:	
for the position of:	
We declare that we are current members of the Palmwoods Memorial Hall and have observed the eligibility criteria in the Palmwoods Memorial Hall Assoc. Inc. Constitution.	
1. Name:	Signature:
2. Name:	Signature:
I, the member nominated above, declare that I am a financial member and have observed the eligibility criteria in the Palmwoods Memorial Hall Inc. Constitution.	
If I am elected as an office Bearer of the Palmwoods Memorial Hall (PMH), I will:	
<ul style="list-style-type: none">• perform my duties as an office bearer in good faith, with honesty and in the best interests of the PMH.• comply with all laws regulating the governance of the PMH.• observe the policies and procedures established by the PMH.• not seek personal gain from my position as an office bearer.• inform the PMH if a member of my family is employed or provides service to the organisation.• inform the PMH if I have any business relationship with the organisation.• inform the PMH if I serve on the Board of any other organisation.• disclose any real or potential conflicts of interest.• keep confidential any information I gain through my service as an office bearer.	
Signature:	
Returning Officer's Name:	
Date: 6/9/21 for delivery of nomination form to: Secretary, Palmwoods Memorial Hall Assoc. Inc., PO Box 180 Palmwoods, QLD 4555	
NOMINATIONS MUST BE IN THE HANDS OF THE ADVISED RETURNING OFFICER BEFORE THE SPECIFIED DATE STATED IN RULE: Constitution 11 (3)	
Type of Election	Date for delivery of nomination forms
Management Committee	14 days before the date of the Annual General Meeting at which the result of the election is to be announced.

Please mark envelopes '**CONFIDENTIAL NOMINATION INFORMATION**'

11 MEMBERSHIP OF MANAGEMENT COMMITTEE

- (1) The Management Committee of the Association shall consist of a President, Vice-President, Secretary, Treasurer and Bookings Officer all of whom shall be members of the Association, and such number of other members as the members of the Association at any general meeting may from time to time elect or appoint.
- (2) At the annual general meeting of the Association, all the members of the Management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election.
- (3) The election of officers and other members of the Management Committee shall take place in the following manner:
 - (a) Any two members of the Association shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee.
 - (b) The nomination, which shall be in writing and signed by the member and his proposer and seconder, shall be lodged with the Secretary at least fourteen days before the annual general meeting at which the election is to take place.
 - (c) A list of the candidates' names in alphabetical order with the proposers' and seconders' names, shall be posted in a conspicuous place in the office or usual place of meeting of the Association for at least seven days immediately preceding the annual general meeting.
 - (d) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.
 - (e) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.