



Annual General Meeting, Thursday 24 October 2024
NOMINATION PROCEDURE – ACLCA VICTORIA

Member companies can nominate individual candidates for one or more vacant positions on the Executive Committee of ACLCA Victoria. **Please note that there is only one nomination per position acceptable per member company.**

Each nomination must be endorsed by individuals of two member companies of ACLCA Victoria independent of the nominee's company (i.e. a 'proposer' and a 'seconded'). **Nominee, proposer and seconded must all be from separate companies and must be from paid-up member companies of ACLCA Victoria at time of lodgement for the nomination to be acceptable.**

Nominations of candidates for election of officers and ordinary committee members can be provided in accordance with either of the two following procedures:

- **Option 1 – Form-Based Nomination Approach**

- Complete the form provided on the following page, indicating the position sought and with the company name and signatures of the proposer and seconded (i.e. both independent of the nominee's company)
- Scan and email to ACLCA Victoria: vic@aclca.com.au.

- **Option 2 – Email-Based Nomination Approach**

- Alternative approach is to use an email-based nomination process, using an email chain as follows:
 - The nominee sends an email to a prospective proposer via their company email address, clearly stating the nominated position and requesting the proposer's approval
 - The proposer then provides their approval and returns the email to the nominee via their company email address
 - The nominee then forwards the 'email chain' to a prospective seconded via their company email address, clearly stating the nominated position and requesting the seconded's approval
 - The seconded then provides their approval and returns the email to the nominee via their company email address
 - The nominee then finally forwards the entire email chain onto ACLCA Vic: vic@aclca.com.au - via their company email address, ensuring that they also include the following statement:
"I <insert nominee's name> hereby agree to be nominated for the position(s) of <insert nominated positions>. I have read the outline of the roles and responsibilities and understand the nature of the commitment required for the position(s) for which I have nominated".
- Please note, the form (overleaf) does not need to be completed by those nominating via email chain based approach (Option 2). The form overleaf is only required to be filled out if you are nominating via the Option 1 approach (i.e. scan form and email etc).

To be eligible for election, nominations must be received by ACLCA Victoria in accordance with the above procedures by 5.00pm on Thursday 17 October 2024.



PRESIDENT – to nominate for position of President, please complete section below:		
Nominee	Proposer	Second
Name:	Name	Name
Company:	Company	Company
	Signature	Signature
VICE-PRESIDENT – to nominate for position of Vice-President, please complete section below:		
Nominee	Proposer	Second
Name:	Name	Name
Company:	Company	Company
	Signature	Signature
SECRETARY – to nominate for position of Secretary, please complete section below:		
Nominee	Proposer	Second
Name:	Name	Name
Company:	Company	Company
	Signature	Signature
TREASURER – to nominate for position of Treasurer, please complete section below:		
Nominee	Proposer	Second
Name:	Name	Name
Company:	Company	Company
	Signature	Signature
ORDINARY COMMITTEE MEMBER – to nominate for this position, please complete section below:		
Nominee	Proposer	Second
Name:	Name	Name
Company:	Company	Company
	Signature	Signature

I _____ (print name of nominee) hereby agree to be nominated for the above position(s). I have read the outline of the roles and responsibilities and understand the nature of the commitment required for the position(s) for which I have nominated. _____ Signature _____ / _____ / _____ Date