LCA Annual General Meeting Agenda

Location: Wetherill Park TAFE, Building X Industry Room, The Horsley Drive NSW 2164.

Date: 12th August 2024

Time: 17:30hrs for 18:00hrs Start.
Meeting times are: 18:00Hrs to 20:30hrs.
Note: We all Must be off premises by 21:00hrs

Note: Everyone must sign into the LCA attendance book please.
Note: if feeling unwell, i.e., Flu or other, please wear a mask

LCA Agenda for the November General meeting details: see separate agenda:

1. Call the meeting to Order, note date and time: _____

   Note: Tick the box when completed that task... as a record of the AGM minutes.

   a. Ask: have all signed the attendance book?
   b. Apologies for this meeting to be read out. [generally, the secretary]
   c. List the attendees

   _____
   _____

   d. List the apologies

   _____
   _____

   e. List members on ZOOM

   _____
   _____

2. Minutes or previous general meeting is presented: as read by the secretary _____
   1. All Present to accept the previous minutes of prior meeting to this.
   [Date & Time] _____
   2. accept minutes as read by Terry Leeder [Secretary]

   First Proposer by: _____

   Seconded by: _____

3. Closing of the General Meeting:
   I declare the LCA General Meeting Closed: Date & Time
   _____

4. I declare the Annual General Meeting or AGM opened:
   Date & Time _____

   Call the Annual General Meeting [AGM] to Order.
   - Have all present signed the attendance book   [ ]
   - Secretary to: Please read out the apologies   [ ]
   - _____
     _____[ ]
   - VP to note all attendees, please.
     _____
     _____[ ]
   - Secretary to: read the last AGM Minutes   [ ]
   - AGM minutes first proposer: _____   [ ]
   - AGM minutes seconded by: _____   [ ]
   - Blank. ****************
   - Statement: As this is the AGM of the LCA, I declare all positions vacant [ ]
   - The chair is to be occupied by _____ [ ]
     Note: the past president can remain in the chair for the purpose of voting.
     The president can offer the chair to a past member.
   - The Secretary and the President, Unless, otherwise stated, is to remain in
     their respective positions to conduct the AGM.
   - The president or chair must ask the secretary to take office when asking, or
     voting for that position starts:
   - Voting: The chair will call on two current LCA members to count the hands
     of members being raised for voting purposes if required. This is only
     required if there being more than one person for the office of any position.
     Note: All voting results to recorded in the minutes book.
   - LCA Members counting Votes are:
   - Mr._____ and Mr. _____
   - Blank ****************
   - ***I now call for nominations of the following officers one by one*** []
     stating I now call for nominations of:
     1. President   _____ [ ]

Do I have any further nominations for president? _____ [ ]

We must conduct voting for president if further nominations

After voting is recorded # of people for _____ [ ]
number of people against # _____ [ ]

There being no further nominations for president I ask _____ [ ]
Will you _____ accept the nomination for president Yes/No circle [ ]

After any such voting, I declare Mr., _____ as LCA president [ ]

      2. I now call for nominations of the following: Vice president [ ]
          Mr. _____ are you prepared to take VP office [ ]
Do I have any further nominations for Vice President? _____ [ ]

Conduct voting if required… as above. See item 1.

There being no further nominations for Vice president I ask _____
Will you accept the nomination for VP Yes/No circle, name: _____ [ ]

After any such voting, I declare Mr., _____ as LCA Vice president [ ]

- Ken or Chair to ask

- The Chair Stating: I now call for nominations of: Secretary,
  Secretary, Mr. _____
  Name: are you prepared to accept the LCA Secretary position _Y/N [ ]
  Do I have any further nominations for secretary ?_____ [ ]
Conduct voting if required _____ [ ]

There being no further nominations for Secretary I ask Mr. _____
Will you _____ accept the nomination for Secretary Yes/No circle [ ]
After any such voting, I declare Mr. _____ as LCA Secretary [ ]

- Back to secretary: stating I now call for nominations of:

      3. I now call for nominations of Public officer
          Mr. _____ are you prepared to take the office of PO   [ ]
- Do I have any further nominations for public officer? _____ [ ]

There being no further nominations for Public Officer I ask _____
Mr. _____are you prepared to take the office of PO [ ]
I now declare that Mr. _____ to be the LCA Public officer [ ]

      4. General committee members, will you individually take the office of committee member?
          1. Mr. _____ [ ]
          2. Mr. _____ [ ]
          3. Mr. _____ [ ]
      5. We call for nominations of Sub Committee members
          1. Mr. _____ [ ]
          2. Mr. _____ [ ]
          3. Mr. _____ [ ]

Note: if a vote must occur, follow the Dept of Fair-Trading guidelines.

After or when all positions are filled, or held over for a later date, continue same as a general meeting:

Ask: is there any further AGM business

_____
_____
_____

Ask: is there any further AGM general business

_____
_____
_____

Being No further business, I declare the Annual General Meeting Closed at Date & Time. _____

The next AGM will be set for a meeting time available and future restrictions between July & December 2025.

5. I now declare the General Meeting of the LCA opened for further business at:
    Date & Time. _____

6. [See General Meeting Agenda]
    a. [Agenda detail as per general meeting agenda]

7. Business arising see separate agenda

8. General Business see separate agenda

9. Being no further business.
    I declare the General meeting of the LCA closed at Date & Time: _____

10. Resume LCA General meeting at: _____