

2.16 - CONDUCT OF THE ANNUAL GENERAL MEETING OF THE BRANCH COUNCIL

1. The Constitution of Scouts ACT provides:
 - 19.1 The annual general meeting of the Branch Council shall, subject to the Act, be convened on the day and at the place and time that the BEC decides. In addition to any other business which may be transacted at an annual general meeting, the business shall be:
 - 19.1.1 to confirm the minutes of the last annual general meeting and of any general meeting held since that meeting.
 - 19.1.2 to receive from the President, the Chief Commissioner and the BEC reports on the activities of the Branch during the last preceding financial year.
 - 19.1.3 to elect members of the BEC, including the officers.
 - 19.1.4 to receive and consider the statement of accounts and the reports that are required to be submitted to members pursuant to section 73 of the Act; and
 - 19.1.5 to elect as Branch representatives on the National Council those people recommended by the BEC.
 - 20.1 Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Branch Council, the Principal Administrative Officer shall at least 14 days before the date fixed for the holding of the general meeting, cause to be sent by prepaid post or by electronic mail to each person entitled to attend meetings of Branch Council at the member's postal or electronic address appearing in the records of the Branch a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
 - 20.6 A question arising at a general meeting of the Branch Council is to be determined on a show of hands. However, a poll may be demanded either prior to or on the declaration of the result of the show of hands. The declaration of the result of the poll or the show of hands, or the entry in the minutes of the meeting, is evidence of the result without the need to record the number or proportion of votes in favour of or against the resolution.
 - 20.7 On any vote at a meeting of the Branch Council, a poll may be demanded by the person presiding, or by not less than three persons present.
2. This policy sets out the procedure for the Annual General Meeting (AGM) of the Branch Council for the following items of business:
 - a. the election of Supporters to Branch Council.
 - b. the nomination and election of the following members of the Branch Executive Committee (BEC):
 - i. the Branch Treasurer.
 - ii. up to two uniformed Members who have attained the age of eighteen years and have been elected by Branch Council (**BEC Uniformed Members**).
 - iii. up to two adult Supporters elected by Branch Council (**BEC Supporter Members**).
 - c. the procedure for ratification of the Branch representatives on the National Council.
 - d. the procedure for ratification of the following members of the Branch Executive Committee:
 - i. one Leader or adult Supporter nominated by each of the Branch Regions and ratified by a motion of the Branch Council (**BEC Region Representative**).

- ii. one Rover nominated by the Branch Rover Council and ratified by a motion of the Branch Council (**BEC Rover Representative**).
3. This policy does not apply to the nomination, or, in the case of the Chief Commissioner, the election of the Chief Commissioner or the President of the Branch, which are covered by Branch Policies 2.3 and 2.10, respectively.
4. The AGM of the Branch Council will be conducted as a hybrid face-to-face and online meeting with the exception that it will be a wholly online meeting should health restrictions require it.
5. Voting for the AGM will be conducted by secure, online poll. Members of the Branch Council will be able to vote electronically between Milestone 6 and Milestone 7 in Schedule 1, on the following items:
 - a. confirmation of the minutes of the last AGM of the Branch Council.
 - b. acceptance of the Audited Financial Statements.
 - c. acceptance of the Branch Annual Report.
 - d. election of the following members of the BEC:
 - i. President.
 - ii. Branch Treasurer.
 - iii. BEC Uniformed Members.
 - iv. BEC Supporter Members.
 - e. ratification of the Branch representatives on the National Council as recommended by the BEC.
 - f. ratification of the following members of the BEC:
 - i. BEC Region Representative.
 - ii. BEC Rover Representative.
 - g. election of Supporters to Branch Council.
6. The Principal Administrative Officer will ensure that the following timeframe is managed and adhered to in accordance with the Milestones in Schedule 1:
 - a. Milestone 1
 - i. Advise members of Scouts ACT of the upcoming AGM and include the Frequently Asked Questions.
 - ii. Call for nominations for the position of Branch President/Chair BEC. Nominations are to include information requested in the Nomination Pack.
 - iii. Call for nominations for positions on the BEC of:
 - a) Branch Treasurer.
 - b) two (2) Uniformed Members.
 - c) two (2) Supporter Members.
 - d) one (1) Region Representative.

- e) one (1) Rover Representative.
 - f) Nominations are to include information requested in the Nomination Pack.
 - iv. Call for nominations for Supporter Members of Branch Council.
 - v. Request Groups confirm their Group Support Committee members' details are correct on Extranet and inform the Branch Office if updates or changes are required.
 - vi. Request names of voting Rover Unit members.
- b. Milestone 2
 - i. BEC prepare National Councillor recommendations as follows:
 - a) Under Scouts Australia By-Law 2 (a) - Three (3) ACT Councillors to commence at the conclusion of the next National Council Annual meeting, and to retire at the conclusion of the National Council meeting in 12 months the following year. Two (2) of whom, at the time of appointment, are Adult Members of the Branch under the age of 30 years.
 - b) Under Scouts Australia By-Law 2 (c) -Two (2) ACT Councillors to commence at the conclusion of the next National Council Annual Meeting, and to retire at the conclusion of the National Council meeting in three (3) years' time.
- c. Milestone 3
 - i. Nominations close for Branch President/Chair BEC.
 - ii. Nominations close for positions on the BEC of:
 - a) Branch Treasurer.
 - b) two (2) Uniformed Members
 - c) two (2) Supporter Members
 - d) one (1) Region Representative.
 - e) One (1) Rover representative.
 - iii. Nominations close for Supporter Members of Branch Council.
 - iv. Nominations received after this time will not be accepted.
- d. Milestone 4
 - i. Audited Financial Statements are received and available for consideration by the BEC.
 - ii. Group Support Committee member details, as provided by Scout Groups, have been updated.
 - iii. Voting members for Rover Units, as provided by Rover Units, have been updated.
- e. Milestone 5
 - i. Formal notification of the AGM is provided to all Branch Council Members which is to include:
 - a) Formal advice/invitation for the AGM.
 - b) Draft AGM Minutes.

- c) Agenda for AGM.
 - d) Financial Statements.
 - f. Milestone 6
 - i. Reminder sent to all Branch Council members of the AGM and will include:
 - a) Meeting information and link.
 - b) Voting platform information and link.
 - c) Details of nominees for positions.
 - ii. Voting platform open at 10:00am AEST.
 - g. Milestone 7
 - i. Voting on all agenda items closes at 1:00pm AEST.
 - ii. Annual General Council Meeting opens at 7.30pm AEST.
- 7. The Principal Administrative Officer will provide notice of the various nominations, copies of the previous Annual General Meeting's minutes, Audited Financial Statements, and the Branch Annual Report to all members of the Branch Council by email using the current email addresses on Scouts ACT's Extranet system or otherwise as requested by the member. The notice will have details of the online voting system that Council Members can use to vote on their preferred candidates.
 - a. Votes will only be accepted through the online voting system.
 - b. Proxies will only be accepted where a Council Member has advised the Principal Administrative Officer in writing before Milestone 5 that they will be unable to vote electronically so that alternative arrangements can be made. Proxies sought after this time will not be accepted.

AUTHORITY

- 8. This policy or amended policy was approved by the Branch Executive Committee on 24 February 2022, 24 March 2022 and 15 December 2022.