



**Annual General Meeting, Thursday 27 October 2022**  
**NOMINATION PROCEDURE – ACLCA VICTORIA**

Member companies can nominate individual candidates for one or more vacant positions on the Executive Committee of ACLCA. **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 (ie. proposer and seconder). **Nominee, proposer and seconder must be from paid-up member companies of ACLCA at time of lodgement for nomination to be acceptable.**

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

1. Complete the form provided on the following page, indicating the position sought and with the company name and signatures of the proposer and seconder. Scan and email to ACLCA Vic: [vic@aclca.com.au](mailto:vic@aclca.com.au)
2. Or alternatively, email the following email chain:
  - The nominee sends an email to a prospective proposer via his/her company email address, clearly stating the nominated position and requesting the proposer's approval;
  - The proposer provides his/her approval and returns the email to the nominee via his/her company email address;
  - The nominee sends the email to a prospective seconder via his/her company email address, clearly stating the nominated position and requesting the seconder's approval;
  - The seconder provides his/her approval and returns the email to the nominee via his/her company email address;
  - The nominee then forwards the email chain onto ACLCA Vic: [vic@aclca.com.au](mailto:vic@aclca.com.au) - via his/her company email address, ensuring that they 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 does not need to be completed by those nominating via email (completion of the form overleaf is only required if you are nominating via post).*

**To be eligible for election, nominations must be received by ACLCA in accordance with the above procedures by 5.00pm on Thursday 20 October 2022.**



**NOMINATION FORM - ACLCA VICTORIA - EXECUTIVE COMMITTEE 2022/23**

*Please note, this form is only required if you are nominating via post.*

**PRESIDENT – to nominate for position of President, please complete section below:**

<b>Nominee</b>	<b>Proposer</b>	<b>Second</b>
Name: .....	Name .....	Name .....
Company: .....	Company .....	Company .....
	Signature .....	Signature .....

**VICE-PRESIDENT – to nominate for position of Vice-President, please complete section below:**

<b>Nominee</b>	<b>Proposer</b>	<b>Second</b>
Name: .....	Name .....	Name .....
Company: .....	Company .....	Company .....
	Signature .....	Signature .....

**SECRETARY – to nominate for position of Secretary, please complete section below:**

<b>Nominee</b>	<b>Proposer</b>	<b>Second</b>
Name: .....	Name .....	Name .....
Company: .....	Company .....	Company .....
	Signature .....	Signature .....

**TREASURER – to nominate for position of Treasurer, please complete section below:**

<b>Nominee</b>	<b>Proposer</b>	<b>Second</b>
Name: .....	Name .....	Name .....
Company: .....	Company .....	Company .....
	Signature .....	Signature .....

**ORDINARY COMMITTEE MEMBER – to nominate for this position, please complete section below:**

<b>Nominee</b>	<b>Proposer</b>	<b>Second</b>
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