



Australian Trail Horse Riders Association
PO Box 181
Melton VIC 3337
ABN 45 516 611 736
Director Communications & Marketing
Email gailferris9@bigpond.com

IMPORTANT – PLEASE READ CAREFULLY

VOTING INFORMATION AND REGULATIONS FOR BOARD ELECTIONS TO BE HELD ON 6TH MARCH 2016

- 1. In accordance with the rules of the Association, three Directors will retire this year: Gail Ferris (Director Communications), Karen Carter (Director and Treasurer), and Mitch Kemp (Director Access).**

Rule 19.4 – At each Annual General Meeting (AGM) of the Association, the members of the Board must retire from office in line with rule 19.5 and are eligible, on nomination for re-election, subject to rule 19.6

Rule 19.5 – At the Annual General Meeting of the Association Board members holding even numbered positions shall retire from office on even years and those holding odd numbered positions shall retire from office on odd years, but in each case shall be eligible for re-election to any Board position

Rule 19.6 – No member of the Board or the appointed Secretary as defined in rule 16.5 can hold any position for more than four (4) consecutive years and must retire for a minimum of one (1) year before they will be eligible for re-election to any Board position

Rule 22.1 – If a casual vacancy occurs on the Executive Board, the continuing members of the Executive Board may appoint another member of the Association to fill the vacancy until the next Annual General Meeting

Gail Ferris and Mitch Kemp are eligible to stand for re-election as a Director for a further two (2) years.

Karen Carter is eligible to stand for re-election as a Director a further one (1) year.

- 2. All nominations for membership of the Executive Board are to be in writing and in the hands of the Secretary fourteen (14) days prior to the Annual General Meeting.**

Rule 20.4 – All candidates will be required to indicate in writing their ability to meet the skills, tasks and time required for the applied position as defined by the Association’s Position Statements. All prospective candidates will be required to complete the “Executive Board’s Position Statement Nomination Form”

Rule 20.5 – Candidate application forms will be posted on ATHRA’s website at least seven (7) days immediately preceding the Annual General Meeting

Rule 20.6 – Each member of the Association (Affiliated Club) eligible to vote at the Annual General Meeting may vote for one (1) candidate for each vacant position on the Executive Board

Rule 20.7 – In the absence of any valid written nominations, candidates , may be called or accepted from the floor of the Annual General Meeting. Those nominating from the floor will be required to verbally provide the members evidence of their ability to meet the skills, tasks and time required for the specified position as defined by the “Executive Boards’ Position Statements”. The members present and eligible to vote will accept or reject the candidate’s nomination based on the information provided by the candidate

20.8 – If any position only has one (1) candidate, the members present and eligible to vote will accept or reject the nomination based on the candidate’s known ability to meet the Position Statement Duties

20.9 – Balloting lists shall be prepared, if necessary, containing the names of the accepted candidates in alphabetical order for each position and each voting member present at the Annual General Meeting shall be entitled to vote

3. Voting Process

3.1 The AGM Agenda and voting process information is to be sent to Club Secretaries and Regional Managers by Friday 5th February 2016.

3.2 Notification of AGM, Position Descriptions and Position Statements to be placed on ATHRA’s website by Monday 8th February 2016.

3.3 Executive Board Position Statement Nomination Forms to be received by the Secretary by Friday 19th February 2016.

3.4 Nomination forms will be placed on the website by Friday 19th February 2016.

3.5 Postal Voting Balloting Lists (if required) will be emailed to Club Secretaries no later than Monday 22nd February 2016.

3.6 Postal Votes are to be received by the Secretary no later than Wednesday 2nd March 2016.

3.7 Proxies must be received by the Secretary no later than Wednesday 2nd March 2016.

4. Voting Rights

Rule 39.4 – Affiliated Clubs shall be entitled to one (1) vote and an additional one (1) vote for each ten (10) individual members exceeding the first ten (10) members of their club:

- a. For the purpose of determining the total number of votes a club is entitled to, the number of members shall be as measured at the completion of the membership year preceding the date of the AGM. (i.e. 2015)*
- b. A club affiliating after the completion of the membership year preceding the date of the AGM is deemed to have had ten (10) individual members as at the measurement date and therefore is entitled to one(1) vote.*

Rule 39.5 – Affiliated clubs unable to attend the AGM or General Meeting of the Association are entitled to:

- c. Cast their vote by postal vote on all motions and special resolution; or*
- d. In writing from the club’s Executive Committee appoint their club’s proxy to vote on their club’s behalf in all matters, motions and special resolutions requiring a vote at the AGM or general Meeting of the Association and at any adjournment of that meeting: or*
- e. In writing from the club’s Executive Committee appoint their Regional Manager to be their club’s proxy to vote on their club’s behalf in all matters raised of importance at the AGM or General Meeting of the Association and at any adjournment of that meeting other than circulated motions and special resolutions.*

Rule 39.6 – The Board members will be entitled to one (1) vote if they are an active member of the Board at the time of the AGM or General Meeting and at any adjournment of that meeting.

Rule 39.7 – Board members unable to attend an AGM or General Meeting of the Association are entitled to:

- 1. Cast their vote by postal vote on all motions and special resolutions: or*
- 2. In writing appoint one serving Board member to be their proxy vote for them in all matters, motions and special resolutions requiring a vote at the AGM or General Meeting of the Association and at any adjournment of that meeting.*

*Executive Board Position Statement Nomination Forms are available to download from the ATHRA website – Go to athra.com.au > Forms & Info > IMS-F-017 Board Nomination Position Statement.

Gail Ferris

Secretary / Director Communications