



Circular 061:05:07

To: Youth and Leadership Development Council Delegates
Youth and Leadership Development Council Executive Members
Youth and Leadership Development Council Officers
Club Secretaries District Officers
Regional Officers Community Organisations

From: Nigel Taylor, Chief Executive Officer

Date: 17 May 2007

Subject: Notification of Youth and Leadership Development Annual General Council Meeting
Nominations and Elections for Youth and Leadership Development Council

Action: Nominations to be received by 4.00 pm Friday 29 June 2007
Delegates to be notified
Proxies to be appointed

1. Notice is given of the Annual General Council Meeting of Youth and Leadership Development Council to be held on:

**SATURDAY 4 AUGUST 2007
LIFE SAVING VICTORIA HEADQUARTERS
200 THE BOULEVARD, PORT MELBOURNE
MELWAY REF: 56:G3
COMMENCING AT 10.30 AM**

2. The following documents are enclosed:
 - YLDC Election By-Laws – (amended May 2007)
 - Nomination Form;
 - Register of Club Delegate to the YLD Council;
 - Listing of club's current delegate (previously supplied with Council of Lifesaving Operations AGM Notification – Circular 058:05:07);
 - Community Organisation Delegate Notification Form;
 - Proxy appointment form;

3. Nominations are called for the following positions on the Youth and Leadership Development Council (By-Law 7.50.2(a)):
 - (i) Chair and Director
 - (ii) Council Representative
 - (iii) Competition Coordinator
 - (iv) Member Protection Coordinator
 - (v) Membership Development Coordinator
 - (vi) Community Education & Lifesaving Integration Coordinator
4. Clubs are invited to provide details of Delegates who may vote in YLDC elections by completing and returning the enclosed Register of Club Delegates to the LSV Councils.
5. Copies of this Circular are also available at www.lifesavingvictoria.com.au under Member> Club Information>Circulars.
6. Copies of the YLDC Election By-Law are also available at www.lifesavingvictoria.com.au under Members>Members Information> Council Election By-Laws.

Nominations close at 4.00pm on Friday 29 June 2007

**Nomination Forms,
Register of Club Delegates to the LSV Councils
and
Proxy Appointment Forms
can be returned via any of the following methods:**

To: Frances Evans
Life Saving Victoria
Mail: PO Box 353
Port Melbourne DC 3205
Fax: (03) 9681 8211
Email: frances.evans@lifesavingvictoria.com.au

The Life Saving Victoria Constitution is available on request by phoning Frances Evans on (03) 9676 6947 (direct) or on the LSV web site: www.lifesavingvictoria.com.au under Members>Members Information

**For additional information on this Circular contact: Frances Evans via
Email: frances.evans@lifesavingvictoria.com.au or by phone (03) 9567 0015**

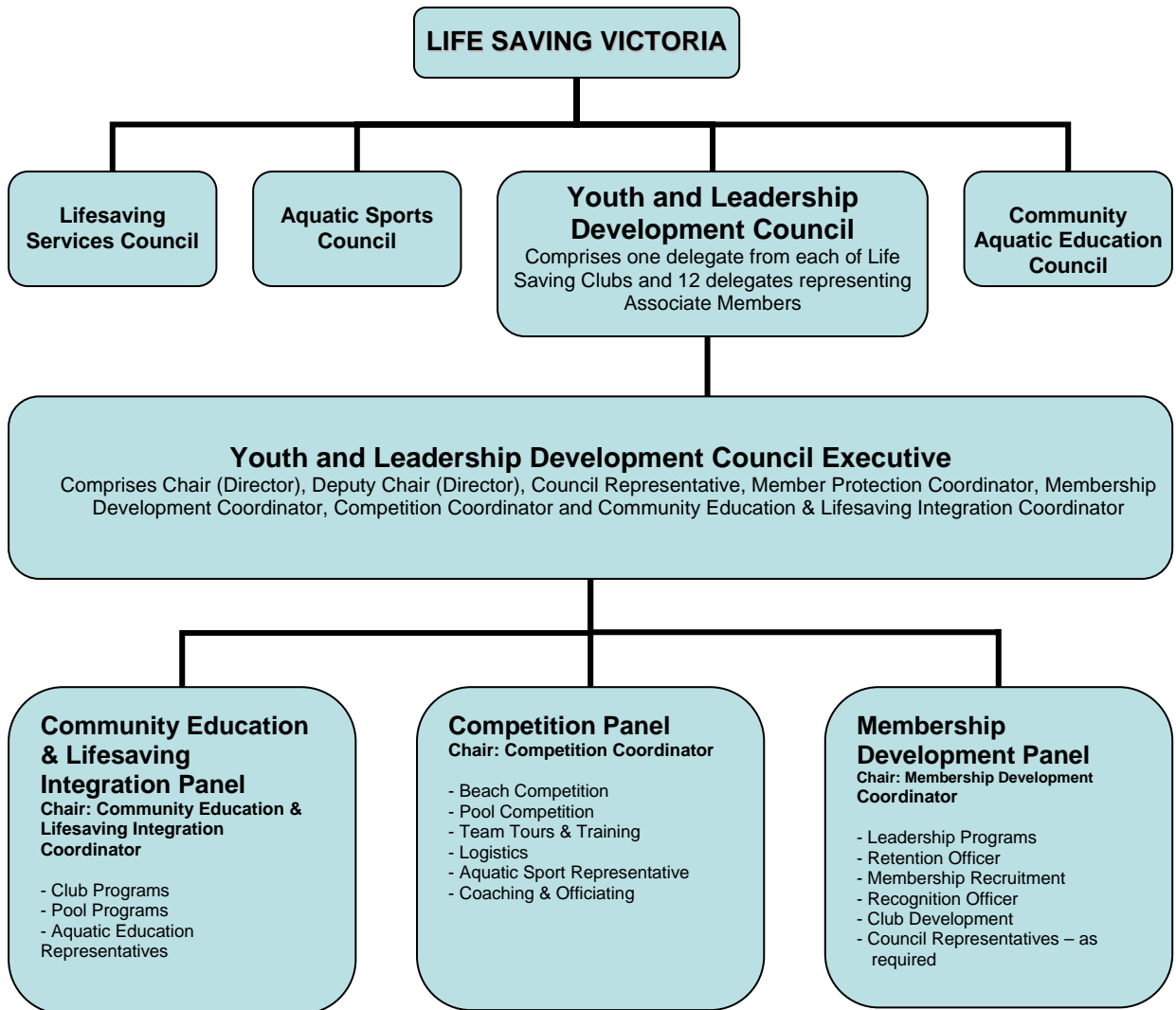
Circulars are also available at www.lifesavingvictoria.com.au

Address: PO Box 353 South Melbourne DC 3205

By Law 7.50 COUNCIL OF YOUTH AND LEADERSHIP DEVELOPMENT

7.50.1 Structure

The structure of the Council of Youth and Leadership Development is depicted in the following chart.



7.50.2 Nominations for the Youth and Leadership Development Council (“YLDC”) Executive

- (a) Nominations for the Executive are called for the following Positions:

(i) Positions elected in years of even number	(ii) Positions elected in years of odd number
A. Deputy Chair and Director	A. Chair and Director
B. Member Protection Coordinator	B. Council Representative
C. Membership Development Coordinator	C. Competition Coordinator
D. Community Education & Lifesaving Integration Coordinator	

- (b) Each Position is for a term of two years. Elections for the Positions in **By-Law 7.50.2(a)(i)** are held in years of even number and elections for the Positions in **By-Law 7.50.2(a)(ii)** are held in years of odd number.
- (c) Nominations are called for annually in the month of June or earlier as determined by the Board and must be delivered to the registered office of Life Saving Victoria no later than 4.00pm on 30 June each year, or the last working day immediately prior to 30 June on which the office is open.
- (d) Nominations for all Positions must be in writing, proposed and seconded and on the prescribed nomination form.
- (e) Nominees for the Positions in **By-Laws 7.50(a)(i)A** and **7.50(a)(ii)A** must have held an elected position on the Executive for at least 12 months to be eligible for election.
- (f) Proposers and seconders must be a member of the YLDC.
- (g) The nominee must accept the nomination by signing and dating the ‘Acceptance of Nomination’ for the Position.

7.50.3 Delegates to the Youth and Leadership Development Council

- (a) Each affiliated Life Saving Club may appoint one Delegate to the YLDC.
- (b) An appointment made by an affiliated Life Saving Club in accordance with **By-Law 7.50.3(a)** remains current until further notice.
- (c) A maximum of three representatives of Associate Members may be nominated as Delegates to each of the following Sections:
- (i) Swimming and Lifesaving Clubs;
 - (ii) Educational Institutions;
 - (iii) Swimming Pool Members; and
 - (iv) Community Groups.
- (d) Nominations for Section Delegates are called for in accordance with **By-Law 7.50.2(c)**.
- (e) If more than three nominations for Delegates are received for a Section, then a postal ballot will be conducted prior to the Annual General Council Meeting. Only representatives of the Section will be eligible to participate in the postal ballot.

7.50.4 Elections for the Youth and Leadership Development Council Executive

- (a) Elections for Positions are held at the Annual General Council Meeting, usually in the month of July. A quorum for YLDC meetings is fifteen Delegates, present in person or by their proxy.
- (b) In the event of there being more than one nomination for a Position, an election will held. The election result will be determined as follows:
 - (i) where two nominations are received, the nominee with the majority of votes must be declared elected; or
 - (ii) where there are more than two nominations, the election will be determined by an elimination ballot.
- (c) A person may only be elected to one contested Position. Upon being elected to one contested Position, all nominations for the person for other contested Positions are deemed to be withdrawn.
- (d) If no Nominations are received by the closing date in **By-Law 7.50.2(c)**, then the chair shall call for nominations from the floor which comply with **By-Law 7.50.2(d) and (e)** (other than the requirement for writing). Nominations from the floor will only be accepted where it is known that the nominee is willing and available to fulfill the Position.
- (e) If only one nomination is received for a Position then the nominee will be declared elected.
- (f) Elections for Positions must be held in the same order as the Positions are listed in **By-Law 7.50.2(a)**.
- (g) Only Delegates to the YLDC are eligible to vote in elections for Positions.

7.50.5 Not used

7.50.6 Vacant Positions on the Youth and Leadership Development Council

- (a) If:
 - (i) at the conclusion of the Annual General Council Meeting a Position remains vacant; or
 - (ii) a casual vacancy arises in a Position,then the vacancy may be filled in at the next Executive meeting.
- (b) The Executive, at its discretion, will:
 - (i) call for nominations to be voted on by the Executive for; or
 - (ii) make an appointment to,the vacant Position.
- (c) The election result or appointment will be digested as an agenda item for ratification at the next Council Meeting.
- (d) A person may occupy more than one Position if the person is nominated and elected or appointed to the Position in accordance with this By-Law.

7.50.7 Proxy Voting

- (a) A Delegate who is entitled to attend and cast a vote at a YLDC meeting may appoint a person as the Delegate's proxy to attend and vote for the Delegate at the meeting.
- (b) A proxy appointed to attend and vote for a Delegate has the same rights as the Delegate:

- (i) to speak at the meeting; and
 - (ii) to vote; and
 - (iii) to join in a demand for a poll.
- (c) For an appointment of a proxy to be valid:
- (i) it must be signed by:
 - A. the Delegate; or
 - B. a member of the committee of management (or equivalent body) of the Delegate's affiliated Life Saving Club as notified to Life Saving Victoria from time to time; and
 - (ii) received at the registered office of Life Saving Victoria or by the Chair:
 - A. prior to the notified commencement time of the meeting; or
 - B. if the meeting has been adjourned, prior to the notified commencement time of the resumption of the meeting.
- (d) Unless LSV or the Chair has received written notice of the matter before the start or resumption of the meeting at which a proxy votes, a vote cast by the proxy will be valid even if, before the proxy votes:
- (i) the appointing Delegate dies;
 - (ii) the Delegate is mentally incapacitated; and
 - (iii) the Delegate revokes the proxy's appointment.
- (e) If a Delegate and her/his proxy are at the same meeting, only the Delegate may vote.
- (f) A person may not exercise more than one proxy vote at any Council meeting.

7.50.8 Panels

- (a) The YLDC or the Executive may establish or dissolve panels from time to time.
- (b) Panels will be chaired by the elected Executive member for that Panel.
- (c) Subject to calling for expressions of interest, Panel members may be appointed by the Youth and Leadership Development Council Executive.
- (d)

7.50.9 Conflict of Interest – Declaration at Time of Nomination

A person nominating for any Position within the YLDC shall declare any interest in any contract, agreement, activity or other matter in which a conflict of interest arises or may arise as detailed in the Conflict of Interest Policy.

7.50.10 Transitional Provisions

- (a) This **By-Law 7.50.10** applies until the Annual General Council Meeting in 2008.
- (b) The Position in **By-Law 7.50.2(a)(i)A** will be occupied by the second Director elected by the Executive in 2006.
- (c) Nominations will be called for the Positions in **By-Law 7.50.2(a)(i)B, C and D** for election at the Annual General Council Meeting in 2007. Despite **By-Law 7.50.2(b)**, these positions will be for a term ending immediately prior to the commencement of the Annual General Council Meeting in 2008.
- (d) Those persons elected to any position that has been removed from the Executive will be offered a position on any Panel established by the Executive after the Annual General Council Meeting in 2007 without being required to submit an expression of interest.



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www.lifesavingvictoria.com.au

YOUTH AND LEADERSHIP DEVELOPMENT COUNCIL NOMINATION FORM

THIS NOMINATION FORM MUST BE RECEIVED AT THE REGISTERED OFFICE OF
LIFE SAVING VICTORIA BY

FRIDAY 4.00PM on 29 JUNE 2007

NOMINATION FOR POSITION OF: _____

NOMINEE'S NAME (in block letters) _____

ADDRESS _____

_____ Postcode _____

CONTACT: (H) _____ (B) _____

DETAILS (M) _____ (F) _____

(EMAIL) _____

PROPOSER'S NAME (in block letters) _____

Must be either: YLD Officer or Delegate, member of the Committee of Management (or equivalent body) of an affiliated Life Saving Club or Community Organisation Member

PROPOSER'S SIGNATURE _____

SECONDER'S NAME (in block letters) _____

Must be either: YLD Officer or Delegate, member of the Committee of Management (or equivalent body) of an affiliated Life Saving Club or Community Organisation Member

SECONDER'S SIGNATURE _____

ACCEPTANCE OF NOMINATION

I accept nomination for the Position specified above and if elected, agree to carry out all duties of the position to the best of my ability and understand that once elected may be requested to undergo a Police check

NOMINEE'S SIGNATURE _____

DATE _____

OFFICE USE ONLY

DATE OF RECEIPT IN OFFICE

--

RECEIVED BY

PRINT NAME AND SIGN _____



Register of Club Delegate to the Youth & Leadership Development Council

Club Details	Club		Postal Address		Suburb	Postcode
	Phone		Melways Reference		Email	
Youth & Leadership Development Delegate	Title	First Name	Last Name	Address	Suburb	Postcode
	Mr / Mrs / Miss / Ms / Dr					
	AH Phone	BH Phone	Mobile	Fax No	Email	
Completed and signed by:	Position: President / Treasurer / Secretary	Signature		Printed Name		Date
						____ / ____ / ____



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LIFE SAVING VICTORIA Council Proxy Appointment Form

I, _____

of _____
(insert name of affiliated Life Saving Club)

being a Delegate or a member of the committee of management (or equivalent body) of the above-named Life Saving Club, hereby appoint:

_____ (insert name of proxy)

of _____

or, failing that person, _____

of _____
(insert name of alternative proxy)

as Proxy to vote on behalf of the above named Life Saving Club's Delegate to:

_____ (insert name of Council or State Committee (as applicable))

at a meeting of the Council, to be held on _____,
(insert date of meeting)

and at any adjournment thereof, or until further notice.

Signed by the Delegate or member of the committee of management:

Date: _____
(insert date signed)

The above named Proxy is instructed to vote in favour of[#] / against[#] any meeting resolution.
Strike out whichever is not applicable.

Unless otherwise instructed, the Proxy may vote as the Proxy thinks fit.