

Circular 063:05:10



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

From: Nigel Taylor ESM, Chief Executive Officer

Date: Thursday 20 May 2010

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

Action: Nominations to be received by 4.00pm – Wednesday 30 June 2010
Delegates + Alternative Delegates to be notified
Proxies to be appointed

For additional details on this Circular please contact:
Frances Evans on 03 9676 6947 or email frances.evans@lifesavingvictoria.com.au
Circulars are available at www.lifesavingvictoria.com.au/circulars

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

**SATURDAY 7 AUGUST 2010
LIFE SAVING VICTORIA HEADQUARTERS
200 THE BOULEVARD, PORT MELBOURNE
MELWAY REF: 56:G3
COMMENCING AT 12.00noon**

2. The following documents are enclosed:

- Nomination Form;
- Y&LDC By-Laws;
- Delegate Registration Form
- Proxy Appointment Form;
- Current Y&LDC Delegates Listing;

3. Nominations are called for the following positions on the Youth and Leadership Development Council Executive (By-Law 10.1.2(a)(ii)) elected in years of even number:

- (A) Deputy Chair and Director (two year term)
- (B) Member Protection Coordinator (two year term)
- (C) Lifesaving Development Coordinator (two year term)
- (D) Membership Development Coordinator (two year term)

(By-Law 10.1.2(a)(iii)) elected each year

- (A) Council Representative



- 4 Delegates to Y&LDC
Clubs are required to provide details of Delegates who may vote in Y&LDC elections.
Please complete and return the attached Y&LDC Delegate Registration Form and the Alternate Delegate Nomination Form.

Important Note: It is the responsibility of the nominee, proposer and seconder to ensure that the nomination submitted to LSV is a complete and valid nomination. The LSV Coordinator and other LSV staff are not in a position to obtain signatures of nominees, proposers or seconders.

Nominations close at 4.00pm on Wednesday 30 June 2010

Please note that all Y&LDC Annual General Council Meeting forms are to be lodged with Frances Evans, Life Saving Victoria Coordinator at:

Mail: Frances Evans
Life Saving Victoria
PO Box 353
Port Melbourne DC 3205

Direct Line: (03) 9676 6947
Email: frances.evans@lifesavingvictoria.com.au
Fax: (03) 9681 8211



YOUTH AND LEADERSHIP DEVELOPMENT COUNCIL EXECUTIVE NOMINATION FORM

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

4.00PM ON WEDNESDAY 30 JUNE 2010

NOMINATION FOR POSITION OF: _____

NOMINEE'S NAME (in block letters): _____

ADDRESS: _____

_____ Postcode _____

CONTACT: (AH) _____ (BH): _____

MOBILE: _____ (F): _____

EMAIL:

PROPOSER'S NAME (in block letters): _____

Must be either: Y&LDC 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: Y&LDC 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 I must produce a copy or receipt of my Working with Children Card check.

NOMINEE'S SIGNATURE: _____

DATE: _____

OFFICE USE ONLY

DATE OF RECEIPT IN OFFICE:

RECEIVED BY (Print Name):

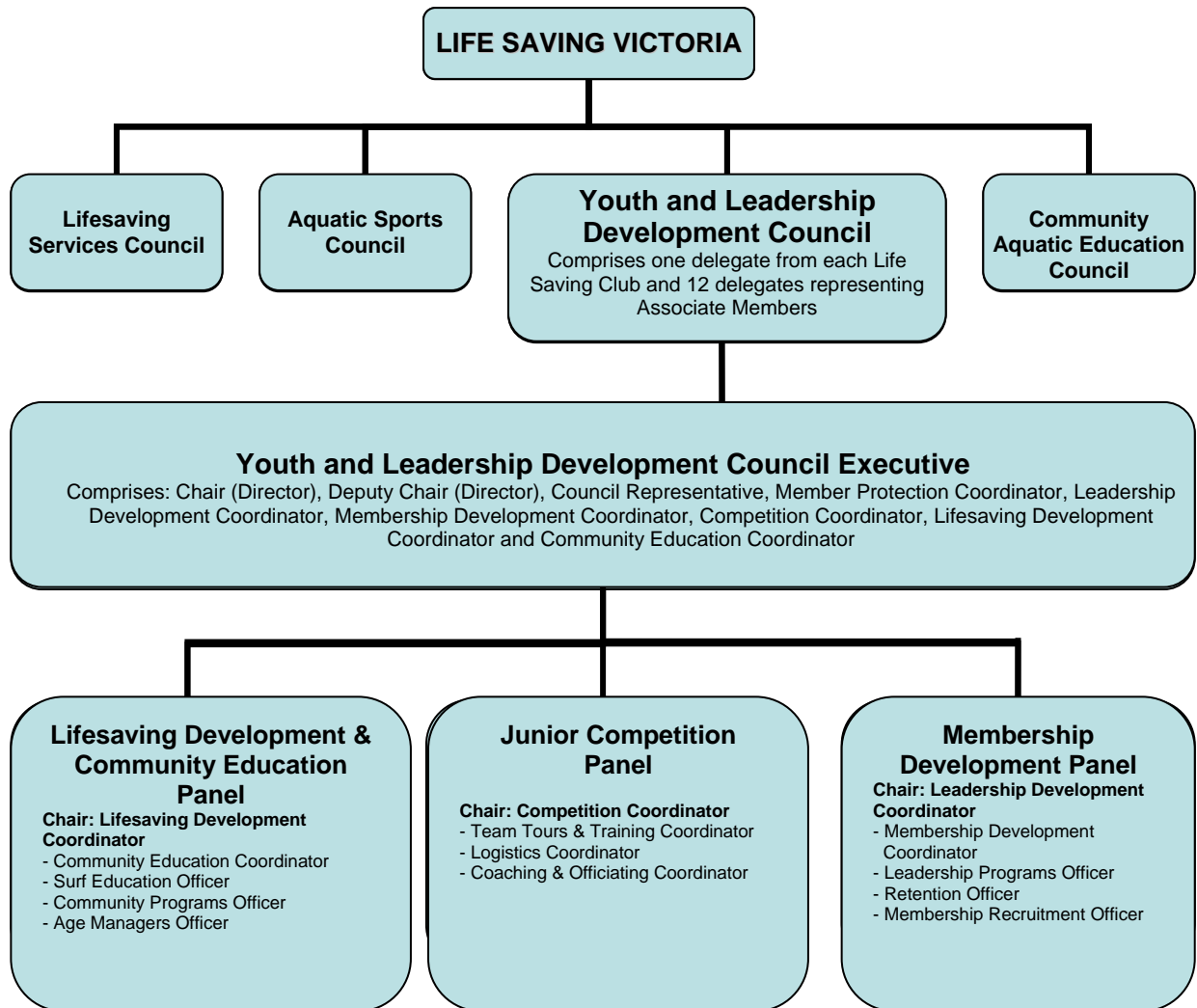
<p>_____</p> <p>_____</p>

PART 10 YOUTH AND LEADERSHIP DEVELOPMENT COUNCIL

By Law 10.1 Youth and Leadership Development Council

10.1.1 Structure

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



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

- (a) Nominations for the YLDC Executive are called for the following Positions:
 - (i) elected in years of odd number
 - (A) Chair and Director
 - (B) Competition Coordinator
 - (C) Leadership Development Coordinator
 - (D) Community Education Coordinator
 - (ii) elected in years of even number
 - (A) Deputy Chair and Director
 - (B) Membership Protection Coordinator
 - (C) Lifesaving Development Coordinator
 - (D) Membership Development Coordinator
 - (iii) elected each year
 - (A) Council Representative
- (b) Each Position is for a term of two years, except for the Council Representative position which is for a term of one year. Elections for the Positions in **By-Law 10.1.2(a)(i)** are held in years of even number and elections for the Positions in **By-Law 10.1.2(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 LSV 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 10.1(a)(i)(A)** and **10.1(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.

10.1.3 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 10.1.3(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 10.1.2(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.

10.1.4 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 be 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 10.1.2(c)**, then the chair shall call for nominations from the floor which comply with **By-Law 10.1.2(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 fulfil 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 10.1.2(a)**.
- (g) Only Delegates to the YLDC are eligible to vote in elections for Positions.

10.1.5 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) Subject to By-Law 10.1.5(c) 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) If there is a casual vacancy in a Position in **By-Law 10.1(a)(i)(A)** or **10.1(a)(ii)(A)** and no-one that satisfies **By-Law 10.1.2(e)** is prepared or suitable to fill that casual vacancy then, despite **By-Law 10.1.2(e)**, the Executive at its discretion will appoint someone suitable to fill the vacant position. The election result or appointment will be digested as an agenda item for ratification at the next Council Meeting.
- (d) The election result or appointment will be digested as an agenda item for ratification at the next Council Meeting.
- (e) A person may only occupy one Position on the YLD Executive.

10.1.6 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 LSV from time to time; and
 - (ii) received at the registered office of LSV 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.

10.1.7 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 YLDC Executive.

10.1.8 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.

10.1.9 Confidentiality

A person elected or appointed to a Position must sign the LSV Confidentiality Agreement (in duplicate) within seven days of being elected or appointed.

10.1.10 Working with Children Check

Within 7 days of being elected, members of the YLDC Executive must submit to LSV:

- (a) a copy of their Working with Children Check card; or
- (b) a copy of their receipt of application for a Working with Children Check



2010 YOUTH & LEADERSHIP DEVELOPMENT COUNCIL DELEGATE REGISTRATION FORM

The: _____ LSV
Name of Affiliated Life Saving Club

duly appoint the following person as Youth & Leadership Development Council Club Delegate

Name of Youth & Leadership Development Council Club Delegate

Delegate Contact details:

Address: _____

AH Phone: _____ Mobile: _____

Email:

Club Endorsement

Position: Club President or Secretary or Treasurer	_____	Date _____
	Name	

	Contact Number	

	Signature	

OFFICE USE ONLY

DATE OF RECEIPT IN OFFICE

RECEIVED BY (Print Name)



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, _____ (insert name of alternative proxy)

of _____ (insert name of affiliated Life Saving Club)

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.

Proxy Endorsement: _____
(Signature of the Delegate or member of the committee of management (or equivalent body) of the Delegate's affiliated Life Saving Club).

Date: _____ (insert date signed)

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

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

**Youth & Leadership Development
Delegates & Proxy Delegates Listing May 2010**

CLUB	Y&LD Council Delegate		Y&LD Council Proxy Delegate	
Altona LSC	Steven	Cordina	Roger	Lloyd
Anglesea SLSC	Amanda	Cooper	Tim	Mason
Apollo Bay SLSC	Pamela	Ormrod		
Aspendale LSC	Paul	Campbell		
Bancoora SLSC			Edward	Pope
Barwon Heads/13th Beach SLSC	Paul	Jones	Phil	Hughes
Beaumaris LSC	Ken	Bateman		
Black Rock LSC	Faye	Powderly		
Bonbeach LSC	Dawn	Walterfang		
Brighton LSC	Liz	Bolton		
Cape Paterson SLSC	David	Potter	Chelsea	Bowman
Carrum SLSC				
Chelsea Longbeach SLSC	John	Erwin	Michael	Clancy
Dromana Bay LSC	Sandra	vander Pal		
Edithvale LSC	Dianne	Montalto		
Elwood LSC	Alicia	Baker	Alison	Porter
Fairhaven SLSC	Paul	Shannon		
Frankston LSC	Steve	Collins		
Gunnamatta SLSC				
Half Moon Bay SLSC	Elliot	Lewis		
Hampton SLSC	Darren	McLeod		
Inverloch SLSC	Angela	Malan	None appointed	
Jan Juc SLSC	Malcolm	Leigh-Smith		
Kennett River SLSC	Geoff	Tressider		
Lakes Entrance SLSC	Cameron	King		
Lorne Surf SLSC				
Mallacoota SLSC			Peter	Ward
Mentone LSC	Paul	Burmeister		
Mildura LSC	Greg	Rhodes		
Mordialloc LSC	Jill	Marshall	Grant	Rattenbury
Mornington LSC	Brenda	Tatham		
Mount Martha LSC	Stephen	Daniel	Gary	March
Ocean Grove SLSC	David	Pavia		
Point Leo SLSC	Julia	O'Shannessy	Stacey	Lethlean
Point Lonsdale SLSC	Kirsten	MacLeod	Perri	Burns
Port Campbell SLSC	Gwen	Wade		
Port Fairy SLSC	Alan	King		
Port Melbourne LSC	Belinda	Gill		
Portland SLSC	Phil	McGibbon		

Portsea SLSC	Charlie	Schall	Simon	Wilson
Rosebud and McCrae LSC	Gayle	Skyes	Martine	Brundell
Sandridge LSC	Josh	Charlesworth		
Sandringham LSC	Andrew	Gluth		
Seaford LSC	David	Welsh	Hannah	Deal
Seaspray SLSC	Peter	Ward	David	Morgan
Sorrento SLSC	Duncan	Stirling		
South Melbourne LSC	Bronwyn	Davis		
St Kilda LSC	Barton	Roberts		
Torquay SLSC	Penny	Altman		
Venus Bay SLSC	David	Cumming		
Waratah Beach SLSC	Julian	Meagher		
Warrnambool SLSC	Rebel	Noter		
Williamstown LSC	William	Boyd		
Wonthaggi LSC	Malcolm	Hyde	Mark	Scott
Woodside Beach SLSC	Vicky	Triantafyllou	Roger	Lloyd
Woolamai Beach SLSC	Michelle	Murphy		
Wye River SLSC	Neil	Andrewartha		