



Notes for AGM Attendees

AGM PROCEDURES 2021

Before day of meeting:

Check that Zoom is working on your computer (or phone). If this is the first time you are using Zoom, you will need to allow time to download it. For groups, ensure that everyone attending will be able to view the screen and hear properly.

The following paperwork can be access via the AUSTAT AGM 2021 Attendees' page on the AUSTAT website:

2021 AGM

- 2021 AGM Procedures (this document)
- 2021 Meeting Agenda
- AUSTAT AGM 2021 Motions
- Details of Nominations
- 2020 AGM minutes – draft
- 2021 Annual Report (TBC)

Paperwork

Print one ballot paper per person voting including proxies. These will need to be returned to Karen by either post, scanned and emailed, or photographed and texted.

The Ballot Paper includes the election of:

- Secret ballot election of Secretary
- Secret ballot election of Ordinary (1) Council member

Plus:

- Secret vote for one motion

AGM Resources

Read through these prior to meeting as resource material during AGM

- AGM Standing Orders including
 - Zoom guidelines
 - General Rules of debate & notes to assist the meeting
 - AGM Agreements
- AUSTAT policy on Abstentions (August 2020)

General Resources

- AUSTAT Rules – latest version
- Strategic Plan 2019-2025
- AUSTAT Code of Professional Conduct

On morning of AGM:

1. Attend to housekeeping matters in your location **before** commencement of AGM
2. Ensure that all the information described above have been reviewed and are accessible during the meeting. The items in General Resources do not need to be read prior to the meeting.
3. Print off a ballot paper for each person present and each proxy held. The ballot paper covers election of Council members and voting on motions.
4. Take note of all members present and any apologies; to be made available to Chair at commencement of meeting —
 - Attendees
 - Proxies held by each attendee – noting “discretionary” or “direct”, to confirm with those received by Administrator.
 - Apologies
5. Keep a record of members departing/returning from/to meeting –especially during voting process.
6. Voting results – process will be explained by the chair.
6. Conduct of the Meeting:
 - Voting: Only financial Teacher Members may vote - **NOT** Student Members or visitors
 - Proxies: Must also be financial members. Remind members to include their proxies in all voting. Only financial members may sign proxies, and only financial members may hold proxies.

Zoom details – included in meeting details received when you registered and on AGM webpage.

Contact during meeting : Karen Nankervis 0407 261927 - please send a text, don't ring.