

CIRCULAR



Subject: CONDUCT OF SPECIAL GENERAL MEETING

Date: 14th November 2018

Document ID: 03, 2018-19

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Audience: Club Presidents, Club Secretaries

<p>Summary: Compared to the open format of Club President Workshops, General Meetings are formal in the conduct of the meeting.</p> <p>To assist in the conduct of the Special General Meeting to be held Wednesday 21st November 2018 at East Perth Football Club Function Room, the following is provided.</p>	<p>Action: Clubs wishing to appoint a proxy for the meeting must provide a letter from the club's authorised delegate of the proxy appointment to the WAAFL prior to the commencement of the meeting.</p>
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Attendees

1. Each club is required to formally nominate their authorised Club Delegate (or proxy) for the meeting who will be required to sign the attendance sheet. All other club representatives will be required to sign the attendance sheet as visitors.
2. Only a Club's Delegate is permitted to speak and vote.
3. Club's which are nominating a proxy to represent them at the meeting shall provide on registration of attendance, a letter from the club's authorised delegate of the proxy appointment.

Format

4. Upon confirmation of a quorum being present, the President will declare the Special General Meeting open. The President will read the particulars of business to be conducted at the meeting and outline the procedural conduct of the meeting - including the appointment of Returning Officers to oversee the voting process.
5. The President will preside over the conduct of the meeting and determine any points of order raised by members from the floor.
6. A representative from clubs who petitioned the WAAFL to convene the Special General Meeting will be invited to propose the motions, as set out in their initial request. The President will call for a seconder from the floor, after which Club Delegates will be invited to make verbal deputations regarding the motions at hand.

See comments on Deputations below for procedural requirement of Club Delegates who wish to speak to the meeting (either for or against). It is important that delegates register their intention to speak prior to the meeting commencing.

7. Vote to repeal (or endorse) the Board's decision to implement Option A: Line in the Sand and to impose (or reject) Option B: Retrospective on the WAAFL competition.

See comments on Voting below for more detail on the conduct of voting.

8. Returning Officers count ballots and result of vote to be confirmed.
9. Discuss the Total Team Points cap based on Option B: Retrospective implementation.
10. Explanation by WAAFL Management of what information was relayed to the Board prior to the 15th October 2018 vote after four years of consultation with clubs.

Deputations

11. To allow the President to effectively time the meeting, Club Delegates wishing to speak at the meeting (either for or against) will be required to register their intention to speak upon signing the attendance sheet.
12. Those Club Delegates registered to speak AGAINST the recommendation (i.e not to repeal the WAAFL By-law and maintain Option A as the Board has endorsed already) will be provided a maximum of 2 minutes to outline their position. This will require speakers to be succinct and to the point. Where a speaker goes beyond their allotted 2 minutes, the President will advise their time is up and move on to the next speaker.

If the President believes the same points are being repeated, the President may move to hear from Club Delegates FOR the recommendation.

13. Those Club Delegates registered to speak FOR the recommendation (i.e wanting to repeal the WAAFL By-law and replace with Option B) will be provided a maximum of 2 minutes to outline their position. Where a speaker goes beyond their allotted 2 minutes, the President will advise their time is up and move on to the next speaker.
14. All speakers (either for or against) are limited to verbal deputations only. Speakers are permitted to read from written notes, however no other visual aids will be permitted (ie. no slides).

Voting

15. In accordance with Rule 17.9 of the Constitution, the President confirms that voting poll will be conducted by secret ballot.
16. Only a Club's Delegate (or proxy) is permitted to vote. Delegates will be provided voting slips on registration of attendance.
17. One club-one vote.

Any club wishing to discuss or clarify the procedural requirements of the Special General Meeting or WAAFL By-laws relating to the Player Points System prior to the Special General Meeting are invited to contact Sam Birmingham - President (0413 249 877) or David Armstrong - General Manager (0418 913 150).