

# Capricorn Citizen Advocacy

## ELECTION OF MANAGEMENT COMMITTEE POLICY

<b>Policy number:</b>	<b>1.1.1</b>	<b>Approved by Management Committee:</b>	27 <sup>th</sup> March 2024
<b>Version:</b>	<b>4.0</b>	<b>Signed off by Executive:</b>	27 <sup>th</sup> March 2024
<b>Responsible person:</b>	<b>President</b>	<b>Scheduled Review Date:</b>	27 <sup>th</sup> March 2027

### Purpose

This policy explains the process used by Capricorn Citizen Advocacy to elect its Management Committee and the underpinning principles which guide the process.

### Policy

#### Annual General Meeting

In accordance with the program's constitution, Capricorn Citizen Advocacy elects a Management Committee at the Annual General Meeting comprising President, Vice President, Treasurer Secretary and 2 to 5 other committee members. All have voting rights and the President has a casting vote.

#### Restriction on Membership from Disability Service Providers

It is desirable that no more than 35% of the Management Committee are closely aligned with organisations that do, or could provide services to Protégés and potential Protégés.

#### Employees

Employees of Capricorn Citizen Advocacy are not eligible for election.

#### Nominations for Election to Management Committee

Nominations for election are to be made in writing by any two members of the Association as nominator and seconder and lodged with the secretary 14 days prior to the Annual General Meeting.

Where there are insufficient nominations for the positions to be filled, further nominations may be called from the floor at the Annual General Meeting.

Nominees must be at least 18 years of age.

**Resignation from Management Committee**

A member of the Management Committee may resign by giving written notice to the Secretary or President.

**Removal from Management Committee**

A member of the Management Committee may be removed from the Management Committee by a vote at a General Meeting of the Association.

If a member of the Management Committee fails to attend three consecutive Management Committee meetings without first seeking leave, that person will be approached by another member of the Management Committee to discuss the reasons for their absence and to encourage either their return, or their application for leave of absence. Failing either of these options they will be advised that their position on the Management Committee will be terminated. The Secretary will advise of such membership termination in writing.

Details of this policy are in **Sections 11, 12 13 and 14** of the Constitution of Capricorn Citizen Advocacy.

This policy shall always be in harmony with the organisation’s constitution and where it does not, the constitution will always take precedence.

**Related Documents**

*Constitution – Capricorn Citizen Advocacy (Sections 11, 12, 13 & 14)*

**References**

Not Applicable

**Ratification**

**This policy was adopted by Capricorn Citizen Advocacy’s Management Committee at its meeting held on 27 / 03 / 2024.**



**SIGNED:** .....  
**President**

**27 / 03 / 2024**  
**(Date)**



**SIGNED:** .....  
**Secretary**

**27 / 03 / 2024**  
**(Date)**