

# Circular 264:05:11



**To:** Community Aquatic Education Council Members  
Community Aquatic Education Council Service Members  
Community Aquatic Education Council Executive Members

**From:** Nigel Taylor ESM, Chief Executive Officer

**Date:** 25 May 2011

**Subject:** **Notification of Community Aquatic Education Annual General Council Meeting  
Nominations and Elections for Community Aquatic Education Council Officers**

**Action:** Nominations to be received by 4.00 pm on Thursday, 30 June 2011

For additional details on this Circular please contact:

Frances Evans on 03 9676 6947 or email [frances.evans@lifesavingvictoria.com.au](mailto:frances.evans@lifesavingvictoria.com.au)

**Circulars are available at** [www.lifesavingvictoria.com.au/circulars](http://www.lifesavingvictoria.com.au/circulars)

1 Notice is given of the Annual General Council Meeting of Community Aquatic Education Council to be held on:

**SATURDAY 16 JULY 2011  
LIFE SAVING VICTORIA STATE CENTRE  
200 THE BOULEVARD, PORT MELBOURNE  
MELWAY REF: 56:G3  
COMMENCING AT 9.00am sharp  
MORNING TEA WILL BE PROVIDED**

2. The following documents are enclosed:

- CAEC Election By-Laws;
- Nomination Form;
- Proxy appointment form.

4. Nominations are called for the following positions on the Community Aquatic Education Council Executive (By-Law 11.1.2(a)):

- (i) Director and Deputy Chair (two year appointment),
- (ii) Council Representative;
- (iii) Specialty Member / Adviser – Aquatic Industry;
- (iv) Specialty Member / Adviser – Tertiary Education;
- (v) Specialty Member / Adviser – Aquatic Education and Programming;
- (vi) Specialty Member / Adviser – Local Government; and
- (vii) Specialty Member / Adviser – Public Awareness.

5 Copies of this Circular are also available at [www.lifesavingvictoria.com.au](http://www.lifesavingvictoria.com.au) under Member & Club Services>Club Services> Club Circulars.



**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.

<b>Nominations close at 4.00pm on Thursday 30 June 2011</b>
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**Important Note**

Please note that all nomination 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

## Life Saving Victoria By-Laws

### 11.1.2 Nominations for the Community Aquatic Education Council (“CAEC”) Executive

- (a) Nominations for the CAEC Executive are called for the following Positions:
  - (i) Director and Chair;
  - (ii) Director and Deputy Chair
  - (iii) Council Representative;
  - (iv) Specialty Advisers; and
  - (v) Convener of any Panel established by the CAEC under **By-Law 11.1.6** from time to time.
- (b) The term of office for the Positions in **By-Laws 11.1.2(a)(i) and (ii)** shall be two years, elected in alternate years. All other Positions shall be for a term of one year.
- (c) Nominations are called for annually in the first week of the month of June and must be in 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 nomination form prescribed by the Board.
- (e) Proposers and seconders must be members of the CAEC in the following categories:
  - (i) Service Members; or
  - (ii) CAEC Executive or Panel members.
- (f) The nominee must accept the nomination by signing the ‘Acceptance of Nomination’ for the Position.

### 11.1.3 Elections for Community Aquatic Education Council Executive

- (a) Elections for Positions on the CAEC Executive are held at the Annual General Council Meeting, usually in the month of July.
- (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) If no nominations are received by the closing date in **By-Law 11.1.2(c)** for a Position, then the Chair shall call for nominations from the floor which comply with **By-Laws 11.1.2(d) and (e)** (other than the requirement for writing).
- (d) Nominations received from the floor will only be accepted where it is known that the nominee is available to fulfil the role.
- (e) If only one nomination is received for a Position, the nominee will be declared elected.
- (f) Only CAEC Service Members, CAEC Executive members and CAEC Panel members are eligible to vote.



#### **11.1.4 Vacant Positions on the Community Aquatic Education Council Executive**

- (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 at the next CAEC Executive meeting.
- (b) The CAEC Executive, at its discretion, will
  - (i) call for nominations to be voted on by the CAEC Executive; 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.

#### **11.1.5 Proxy Voting**

- (a) A proxy appointed to attend and vote for a CAEC Member at a Council meeting has the same rights as the CAEC Member:
  - (i) to speak at the meeting; and
  - (ii) to vote; and
  - (iii) to join in a demand for a poll.
- (b) For an appointment of a proxy to be valid it must:
  - (i) be signed by the CAEC Member;
  - (ii) nominate the specific meeting the proxy may attend; and
  - (iii) be received at the registered office of Life Saving Victoria or by the Chair:
    - A. prior to the notified commencement time of the meeting nominated on the proxy form; or
    - B. if the meeting of the Council's Members has been adjourned, prior to the notified commencement time of the resumption of that meeting
- (c) 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 CAEC Member dies;
  - (ii) the CAEC Member is mentally incapacitated; or
  - (iii) the CAEC Member revokes the proxy's appointment.
- (d) A person may not exercise more than two votes at any Council meeting.

#### **11.1.6 Panels**

- (a) The CAEC Executive may establish or dissolve Panels.
- (b) Panels will be coordinated by the staff member nominated by the Chief Executive Officer and chaired by the elected CAEC Panel Convener.

#### **11.1.7 Conflict of Interest – Declaration at Time of Nomination**

A person nominating for any Position within the CAEC Executive 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.



#### 11.1.8 **Working with Children Check**

Within 7 days of being elected, members of the CAEC 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.



## COMMUNITY AQUATIC EDUCATION COUNCIL NOMINATION FORM

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

**4.00PM on THURSDAY 30 JUNE 2011**

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: CAEC Service Member, Executive Member or Panel member

PROPOSER'S SIGNATURE \_\_\_\_\_

SECONDER'S NAME (in block letters) \_\_\_\_\_

Must be either: CAEC Service Member, Executive Member or Panel 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 will be required to obtain a Working With Children Check.

NOMINEE'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### OFFICE USE ONLY

DATE OF RECEIPT IN OFFICE

### RECEIVED BY

PRINT NAME AND SIGN \_\_\_\_\_



## Community Aquatic Education Council Proxy Form

I \_\_\_\_\_  
(Name of Service Member – Examiner or Assessor)

being a financial Service Member of the Community Aquatic Education Council hereby appoint:

\_\_\_\_\_  
(Name of Proxy)

of \_\_\_\_\_  
(insert Address)

\_\_\_\_\_  
(insert Address)

or, failing that person: \_\_\_\_\_  
(Name of Alternate Proxy)

of \_\_\_\_\_  
(insert address of Alternative Proxy)

\_\_\_\_\_  
(insert address of Alternative Proxy)

as Proxy to vote on behalf of the above named CAEC Delegate

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

and at any adjournment thereof.

Signed by the CAEC Delegate.

Date: \_\_\_\_\_  
(Insert Date Signed)

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

Please complete and return this form to Life Saving Victoria State Centre

- Email – [frances.evans@lifesavingvictoria.com.au](mailto:frances.evans@lifesavingvictoria.com.au)
- Fax - 03 9681 8211
- Post - PO Box 353, South Melbourne DC VIC 3205

### OFFICE USE ONLY

Receipt date	Received by
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