

## MEMORANDUM

### 2019 SWA Annual General Meeting

**To:** SWA Club Presidents and Delegates  
**Cc:** SWA Board  
**From:** Darren Beazley, SWA Chief Executive Officer  
**Subject:** 2019 SWA AGM Preparation and Voting Information  
**Date:** 27 September 2019

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Dear Club President and/or SWA Club Delegate,

Please find attached the Agenda for the upcoming 2019 Swimming WA (SWA) Annual General meeting to be held on Saturday, 12 October 2019. The purpose of an AGM is to deliver the Annual Report, elect vacancies on the SWA Board and to honour SWA Life Members. This year the Members will also farewell two (2) retiring SWA Board Directors in Tim Andrew and Barry Cook.

The AGM requires a quorum of at least sixteen (16) eligible delegates to attend. Please RSVP to the SWA office on or before **Monday, 1 October 2019** of your intention to attend.

#### IMPORTANT INFORMATION

##### 1. Election of SWA Office Holders

The preliminary Notice to Swimming WA Members of the Annual General Meeting was circulated on the 30 August 2019 and nominations for advertised positions were called for, closing on Friday, 13 September.

The number of nominations for the position of Elected SWA Director received exceeded the number of vacancies, necessitating a vote as per the procedure contained in this document. In accordance with Section 23.2(f) of the SWA Constitution, those nominated will now be part of an electoral process.

Those that have nominated for the two (2) vacant Elected SWA Director positions are;

- **Mrs Dorothy Harris**
- **Mr David Hunt**
- **Mr Nick Short**
- **Mr Ben Loffler**

As the SWA Board or CEO appoints all Committee Members under the new SWA Constitution, there is no longer an election for the Committees. Announcements for these who have been co-opted to serve on SWA Board or Operational Committees were made at the AGM on 6 October 2018. The term is two (2) years. On that basis, this process does not form part of the 2019 SWA AGM.

## 2. Voting

Please read these notes and instructions before your Club Delegate casts your Club's vote. These notes form part of, and should be read in conjunction with, the Agenda for the Annual General Meeting to be held on 12 October 2019.

Voting will be conducted through an electronic ballot. To be eligible to vote, the following criteria must have been met;

1. The Club the Delegate is representing must be affiliated for the 2019/20 year as at 1 October 2019.
2. The appointed Club Delegate must have been registered with SWA by 1 October 2019 on the SWA Affiliation form;
3. The Delegate must be a financial SWA Member for the 2019/20 Season.

Those Clubs that have not met these conditions will be ineligible to vote. (Where the Club Delegate is unfinancial, the Club's alternative Delegate may be given voting rights).

### **Voting Instructions:**

- Votes are only accepted electronically;
- Each affiliated SWA Club and each Member of the SWA Board is entitled to one (1) vote;
- Clubs and SWA Board Members are not obliged to vote, but may do so if they wish;
- You will be required to enter your SWA ID and your surname into two (2) separate fields to be able to access the ballot paper. Should Club Delegates be unaware of their SWA ID, please contact the SWA Membership and Development Manager, Kirsty Scafidi.
- For the election of a SWA Board Director, voters are required to indicate the order of their preference for the candidates using the numbers 1, 2, 3 & 4 (4 being your most desired candidate, 3 your next, etc.). If you make a mistake, click on the reset button and start again; you must show a preference for **all** the candidates.
- A preference must be shown for all the candidates or the vote will be informal.

Please note that only **one (1) vote per Club** is accepted. Either the Delegate, or in the case where the Delegate was an unfinancial Member, the alternative Delegate may vote as determined by the Club Committee. Nominated Delegates who are Members of affiliated Clubs are eligible to vote and their details have been lodged with Elections Australia. If you experience problems voting or the system won't enable you to vote, the reasons may be because you are not with an affiliated Club, you are not a Member, or that

another approved Member of your Club has voted. Please check these possibilities **before** calling SWA.

To vote, Club Delegates are required to access the Elections Australia website at the URL;

[www.myvote.com.au/swimmingwa](http://www.myvote.com.au/swimmingwa)

- When you have finished voting, click on the 'Submit' button at the bottom of the screen;
- Voting will open on **Friday, 27 September 2019 at 1:00pm AWST** and close at **12:00 noon AWST (midday) on Friday, 11 October 2019**;
- At the expiry of voting at **12:00 noon AWST (midday) on Friday, 11 October 2019**, no further votes will be accepted;

### 3. SWA Life Membership

The SWA Honours and Awards Committee has received recommended nominations for SWA Life Membership for 2019. The SWA Board and the Honours and Awards Committee have no recommendations for SWA Life Membership at this year's AGM for consideration and ratification.

### 4. SWA Financial Statements 2018/19

The Association's Financial Statements and the full Annual Report will be available on the website [wa.swimming.org.au](http://wa.swimming.org.au) on Tuesday, 1 October 2019. If there are any questions relevant to the SWA Annual Report, including questions on any of the financial information, they must be submitted in writing to myself by **12:00 noon AWST (midday) on Thursday, 10 October 2019**.

The purpose of this process is to allow adequate time to prepare a detailed response to any questions at the AGM. Please do not hesitate to contact the SWA office if you require any further information or clarification.

I look forward to your attendance at the 2019 SWA AGM.

Yours sincerely,



**Darren Beazley**  
Chief Executive Officer

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