

How to run a Triennial Election Meeting (TEM)

WHAT IS A TRIENNIAL ELECTION MEETING

To be held within 3 months following local body elections, this meeting provides an opportunity for stakeholders to review the activities and plans of the committee and to report on performance and to elect the committee and officer bearers for the next three-year term.

It is an opportunity to let the community know how the committee has been engaging on their behalf during the past three year term. The Triennial Election Meeting is required to be advertised at least 14 days prior to the meeting date and welcoming to all residents/ratepayers.

SAMPLE AGENDA

1. Welcome by the Chairperson
2. Apologies
3. Confirmation of the minutes from previous TEM
4. Matters arising from the minutes
5. Chairperson's report
6. Financial report / presentation of the financial statement prepared by Council
7. Election of Committee
8. General Business
9. Date of the first committee meeting
10. Close of the meeting.
11. Guest speaker (if appropriate)
12. Refreshments

A Secretary is required to record the minutes.

ENCOURAGING ATTENDANCE

- Provide refreshments
- Invite a guest speaker
- Build the agenda around residents' interests and concerns
- Hold the meeting in pleasant surroundings and at a convenient time
- Check with other community groups/committees in your area when they are holding their AGM so you don't clash with dates and times.

The Chairperson reads the report.

The report is now open for discussion.

MEETING FORMAT *(suggested format only)*

1. WELCOME

I declare the (2019) Triennial Election Meeting of (Name of Committee) open. It is a pleasure to welcome Councillor (name) (also name any important visitors, sponsors etc) and all residents and members of our community. Thank you for your interest by attending tonight.

Mark of Respect (If appropriate)

Please stand in silence to acknowledge those served by this committee who have (died) since the last meeting.
[around 20 seconds] Thank you.

The Annual reports have been circulated for your approval.

2. APOLOGIES

I now call for any apologies.
(recorded in advance and from the floor)

I move these apologies be accepted.

Seconder.

3. MINUTES

The minutes of the last TEM have been circulated.

Are there any amendments?

Would someone present at the last TEM move that this is a true and correct record of what took place at the last TEM?

Seconder.

Those who were present and are in favour please say Aye,
Against? CARRIED.

The chairperson now signs the minutes as correct.

4. MATTERS ARISING

Is there any business arising from the minutes?

Briefly discuss any topics raised.

5. CHAIRPERSON'S REPORT

I will now present the Chairperson's report.

I move that the (year) report of the (committee) be received.

Seconder.

There being no (further) discussion would someone move the report be adopted.

Second.

Those in favour please say Aye. Against? CARRIED.

6. FINANCIAL REPORT

I now call on (the Treasurer) to table the Financial Report prepared by Council.

Treasurer: I move that this report be received.

Second.

Chairperson: The report is now open for discussion
The Treasurer answers questions.

There being no (further) discussion would someone move the report be adopted.

Second.

Those in favour please say Aye. Against? CARRIED.

7. ELECTION OF COMMITTEE

I move that those persons eligible and willing to stand for the committee be elected as one body.

The following [number] people have indicated that they are willing to stand for re-election; (List them).

The following representatives have been nominated to represent [name of sports body or other that the person represents] [name], repeat for each special interest nomination.

Are there any further nominations? (List names).

If the number of nominations do not exceed the limit,
An election is not necessary and election can proceed as below.

Second.

Those in favour please say Aye, Against? CARRIED.

(Names) are duly elected.

If an election for the committee is required follow the rules that pertain to this event.

We also welcome Councillor [Name].
Malvern Board Member [Name] to the committee.

8. GENERAL BUSINESS

The next item on the agenda is general business.
Is there any general business?

9. FIRST COMMITTEE MEETING

The date for the first committee meeting will be (Day/Date/Month).

Election of officers will take place at this meeting.

10. CLOSE MEETING

There being no further business I declare this Triennial Election Meeting closed (record the time).

11. GUEST SPEAKER

Introduction

12. REFRESHMENTS