

BRANCH AGM GUIDE

How to hold your Branch AGM
(Annual General Meeting)



Questions to ask before you call the AGM:

- ☒ Has there already been an Annual General Meeting this calendar year?
Branches must not hold more than one AGM in a calendar year.
- ☒ Have you confirmed the **date, time** and **location** of the AGM?
- ☒ Who is your **Returning Officer** to conduct the AGM?

“Calling” the AGM

1. Use the [WA Liberal Party's Branch AGM Template document](#) to prepare the Agenda & Notice for your AGM.
2. Select a meeting date no less than fourteen (14) clear days after the date you want to send your meeting notice.

TIP Don't include the day you call the AGM within the 14 days. To be certain, count **at least 15 days** from the date you send out your AGM notice.
3. Choose a date to close nominations that is not less than seven (7) clear days before the AGM (ie. allow at least 8 days prior to the AGM).

Check the correct email address or postal address is provided on the AGM Notice for written nominations to be received.

4. Email the Agenda and Notice to the following:
 - a. President and Secretary of the Branch;
 - b. All Branch Members entitled to attend and vote at the AGM;
 - c. President and Secretary of the Division your Branch is in;
 - d. The State Director; and
 - e. Parliamentary Members whose electorates are wholly or partly within the Division.

TIP Don't forget Senators and Legislative Councillors who represent the whole state!

What to do before the AGM?

5. All written nominations received must be presented at a Branch Executive meeting held within three (3) days of the closing of nominations. The Branch Executive should conduct a draw to determine the order in which the names of nominees appear on ballot papers.

If the Branch Executive agrees, the Secretary can complete this on behalf of the Branch Executive. You can also email your list of nominations to membership@waliberal.org.au and ask HQ to do the ballot draw for the Branch.

6. As soon as practical after the ballot draw, the Secretary should send the list of nominees in ballot order to all those entitled to receive notice for the meeting (see Step 4) and all nominees.

What to do on the day of the AGM?

Before the AGM







7. Prepare copies of the **Minutes** from the previous AGM to provide to attendees.
8. Print out [Attendance Register](#) for attendees to sign in when arriving at the AGM.
9. Ensure the Branch President is prepared to provide a **President's Report** on the current activities and plans of the Branch.
10. Ensure the Branch Treasurer is prepared to provide a **Treasurer's Report** on the current state of the branch's finances.
11. Confirm with your **Returning Officer** that they can attend and prepare the following items so they may conduct the voting for branch positions:
 - ☒ A **list of nominations** for each position (in ballot draw order).
 - ☒ **Ballot papers** for each position where an election is required.
 - ☒ A **ballot box** to collect completed ballot papers for each position.
 - ☒ A copy of the [Office Bearers update Form](#).

At the AGM

12. Confirm if the meeting has "quorum" – a Branch AGM **requires five members** entitled to be present and vote to have quorum and commence the meeting.
13. The Branch President should chair the AGM and, in their absence, the Senior Vice President of the branch.
14. The Branch Secretary should create and maintain minutes of the meeting.
15. When it comes time to conduct the election, the President should hand over to the Returning Officer to run the election of office bearers.
16. The Chair of the AGM may appoint two or more scrutineers and each candidate may appoint one scrutineer to witness the counting of votes cast at a ballot.

Who can be the Returning Officer?

The President of the Branch may appoint any of the following as the Returning Officer:

				
State Director or a member of Liberal Party HQ staff	A President or Vice President of any Division	A Life Member of the WA Liberal Party	A Member of State Executive	A Parliamentary Member
 In the absence of any such appointment, the meeting should elect a party member to act as the Returning Officer. However, the Returning Officer cannot be someone eligible to vote at the meeting.				

What to do after the AGM?

17. Make sure you provide your completed [Branch Office Bearers update form](#) to HQ through membership@waliberal.org.au
18. HQ will process the results and provide membership system access to the President, Secretary and Treasurer to administer the Branch.