



Nature Conservation Council

The voice for nature in NSW

NCC Annual Conference
Saturday and Sunday, 22 – 23 October, 2016
University of Sydney Law School,
Camperdown Campus

First Circular

1. ABOUT THE CONFERENCE

The Annual Conference of the Nature Conservation Council is the avenue through which Member Societies can formulate Council policy. The Conference is conducted according to the Constitution and Rules of the Council.

Copies of the Constitution are available from the NCC website:

<http://www.nature.org.au/about/governance/>

The Constitution will also be available for reference at the Annual Conference.

2. IMPORTANT DEADLINES

Friday 16 September 2016

Deadline for lodgement of motions

Friday 30 September 2016

Business Papers will be sent to Member Groups (2nd Circular)

Friday 14 October 2016

Registration closes for delegates and observers

Saturday 22 October 2016

Lodgement of nominations for NCC Executive election.

3. DELEGATES

3.1 Entitlement

(a) Financial: your entitlement to (voting) delegates is based on your membership status and/or number of members. If you have not renewed your membership, please contact NCC by **the end of September at the latest.**

(b) A Full Member Society is entitled to send:

- one delegate for membership up to 99 people
- two delegates for membership between 100 and 500 people
- three delegates for membership greater than 500 people

(c) Associate Members are entitled to send one delegate.

(d) Corresponding Members are entitled to send an Observer.

3.2 Notification of delegate(s)

Member Societies are requested to register for the conference **no later than Friday 14 October 2016**. Please register online and advise the names of your delegates and observers.

To register, visit: www.nature.org.au/about/governance/annual-conferences or request a mailed form.

3.3 Proxy Delegates

Where a Member Society is entitled to send one or more delegates, but is unable to do so, it may appoint proxy delegates from amongst other attending delegates, provided that it notifies the Returning Officer of its intention, and delivers such an appointment to the Returning Officer before the commencement of the Conference, in accordance with the *'Annual Conference Rules for Voting on Motions and for the Election of the Executive'*. This document is also available on request from NCC.

Note: No individual delegate may hold more than one proxy vote.

4. OBSERVERS

Observers are very welcome but space is limited. Preference will be given to the first observer from each Member Society to register. Further observers will be considered if space allows. If you propose to send an observer(s), please advise their name when registering the name(s) of delegates.

5. MOTIONS

5.1 Lodgement

Motions for discussion at the Conference **MUST** be lodged in writing by **Friday 18th September 2016**.

Send your motions (preferably by email) to:

Bruce Diekman
Nature Conservation Council of NSW
PO Box, 20232, World Square NSW 2002
Email: bdiekman@nature.org.au

If you are unable to email your motions, please ensure that all material is clearly typed or handwritten. Member Societies must ensure that their motions are submitted on time and in a form that can be printed, otherwise they may not be considered by Conference. Please contact us if you have any difficulties.

5.2 Late & Amended Motions

It is the policy of the Council that:

(a) A late motion will NOT be accepted for consideration by the Conference but will be referred automatically to the Executive. At the request of the mover of the motion, the Conference may resolve to consider it, on the grounds of its urgency and/or importance.

(b) Sponsors of a pre-circulated motion must obtain the agreement of the Conference if they wish to amend their motion PRIOR to debate.

5.3 Motion Format

To assist with the setting out of motions, a suggested motion format is provided (see p.6).

Every motion should be:

- clear and concise, stating what action should be taken and by whom;
- limited to one statement or paragraph in length (not exceeding a half A4 page);
- each motion should have attached to it a concise statement of supporting background information (anything from a paragraph to half a page in length is preferred, but not exceeding an A4 page); and
- accompanied by draft letters and/or supporting material where possible in order to assist with the prompt implementation of the motion.

The Executive reserves the right to edit motions to bring them into line with the format indicated above, and will consult the mover should any significant change be desirable. Motions that repeat past conference resolutions may be referred back to the Member Society.

5.4 Circulation of Motions

Motions submitted in accordance with above will be circulated to all Member Societies three weeks in advance of the Conference, as part of the Business Papers (Second Circular).

6. EXECUTIVE 2016/2017

The Executive is the governing body of the Nature Conservation Council between Conferences. The Executive Election will be held on the second day of the Conference, Sunday 23 October.

6.1 The Executive Election

The number of persons elected to the Executive shall be twelve (12). All Delegates to the Conference and retiring Members of Executive are eligible to stand for election.

Nominations for the election of Executive Members must be lodged in writing, with the Chairperson or Chairperson's nominee, **by no later than 1pm on Saturday 22 October** and seconded by two voting delegates. A written personal statement of up to 200 words may be submitted up to seven days prior to the Conference, for distribution or display to delegates. If an election is required, nominated candidates may also speak to the Conference for up to three minutes prior to the election, in support of their candidacy. Please refer to the NCC Constitution and the '*Annual Conference Rules for Voting on Motions and for the Election of the Executive*' for more detailed information.

Note: The Executive meets on the **third Monday** of each month, except January, from approximately 4.30pm to 8.00pm. Members are expected to attend regularly.

7. CONFERENCE ORGANISATION and CALL FOR HELP

7.1 Lunch & Refreshments

Lunch and morning and afternoon tea will be provided at the venue. The cost is estimated to be approximately \$15 per person per day with the final cost to be advised. Please confirm your dietary requirements when registering your delegates.

7.2 Help

Delegates and observers can help by providing:

- billets or accommodation for delegates travelling from outside Sydney;
- transport assistance;
- assistance at the registration desk (Saturday and Sunday morning); and
- clean-up afterwards.

Please let us know if you can help when completing the Delegate Registration Form.

8. IMPORTANT POINTS

Member Societies can assist in making this a successful conference by forwarding the information requested **well in advance of the listed deadline dates**.

It is suggested that copies of this circular be handed to your group's delegate(s) as it has been found in previous years that many delegates were unaware of procedures.

The full Business Papers with a detailed agenda and motions for consideration, will be sent out as the Second Circular, no later than three weeks prior to the Conference.

PRO-FORMA FOR MOTIONS

MOVED BY: (name of Member Society)

MOTION: THAT THE NATURE CONSERVATION COUNCIL OF NSW

(this may call for a particular line of action, formulation of a policy, etc.)

BACKGROUND NOTES:

(indicating purpose and context of the motion)

OUTLINE FOR PROPOSED ACTION:

(e.g. draft for letter/s etc.)

Note: the Executive reserves the right to take action as appropriate and relevant.

NAME of AUTHORISING OFFICER

(Please Print)

OFFICE Held

SIGNATURE

DATE

REMINDER: MOTION(S) MUST BE LODGED in writing by Friday 16 September 2015.