



# Nature Conservation Council

The voice for nature in NSW

**NCC Annual Conference**  
**Saturday and Sunday, 28-29 October, 2017**  
**Redfern Town Hall**  
**73 Pitt St, Redfern**

## 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 22 September 2017**

Deadline for lodgement of motions

#### **Friday 6 October 2017**

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

#### **Friday 13 October 2017**

Registration closes for delegates and observers

#### **2pm Saturday 28 October 2017**

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 13 October 2017**. Please register online and advise the names of your delegates and observers.

To register, visit: [www.nature.org.au/about/governance/annual-conferences](http://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 welcome, especially on the first day of the conference. If space becomes limited preference will be given to the first observer from each Member Society to register.

## **5. MOTIONS**

### **5.1 Lodgement**

Motions for discussion at the Conference **MUST** be lodged in writing by **Friday 22nd September 2017**.

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](mailto: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 2017/2018**

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 29th October.

### **6.1 The Executive Election**

The number of persons elected to the Executive shall be twelve (12). All endorsed members of member groups 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 2pm on Saturday 28th October** and seconded by two voting delegates. A written personal statement of up to 200 words may be submitted up 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.

Changes were made to the NCC Constitution at the Annual Conference 2016 which required that "persons nominating for election to the Executive must be a member of a Member Body of the NCC and their nomination endorsed by an Office Holder of that member body, confirming their membership status". 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.

While not required, nominees to the Executive are encouraged to provide a completed Executive nomination form by 1 October 2017 to [outreach@nature.org.au](mailto:outreach@nature.org.au) for it to be included in the final circulator sent to delegates before the conference.

Please email NCC Chairperson Don White ([whitedon@bigpond.net.au](mailto:whitedon@bigpond.net.au)) if you have any queries about the duties of an Executive member. Executive nomination forms are available at the [Annual Conference website](#) or from [outreach@nature.org.au](mailto:outreach@nature.org.au).

*Note:* The Executive meets on the **third Monday** of each month, except January, from approximately 5.30pm to 8.00pm. Members are expected to attend regularly, teleconference facilities are available for members outside Sydney.

## **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 \$20 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 22nd September 2017.**