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| PROXIES |

* A Financial Voting Member or Authorised Representative of a Financial Voting Member may appoint a Person as a proxy.
* If a Financial Voting Member appoints a proxy, the proxy is entitled to vote on a show of hands and on a poll. The proxy has the authority to act, speak and vote on behalf of the appointer.
* In accordance with the *Corporations Act 2001 – Section 250B*, for the appointment of a proxy for a meeting of a company’s members to be effective, **the proxy must be received at least 48 hours before the meeting.** Please provide your completed SCA (Vic) Proxy Form via email to [admin.vic@strata.community](mailto:admin.vic@strata.community) **by 11:00am on Monday 13th November 2023**.
* The Proxy may vote as directed by the appointer, otherwise the proxy may vote as the proxy thinks fit on any motion.

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| ELECTION OF BOARD MEMBERS |

* If insufficientnominations are received to fill the vacancies, the candidates nominated will be deemed elected and any vacant positions shall be deemed casual vacancies.
* If the number of nominations received is *equal* to the number of vacancies, the persons nominated shall be deemed elected.
* If the number of nominations received *exceeds* the number of vacancies, a ballot shall be held.
* Board Members are elected in accordance with the Strata Community Association (Vic) Inc. Constitution for the term of two years, but shall be eligible for re-election or re-appointment for further terms.
* **Eligibility for Board member election:** It is a requirement for eligibility of Board member election that the strata practicing manager has and maintains as a minimum standard the CSCM post nominal.
* Nominees should be aware of the requirement of all Board members to disclose conflicts of interest by completing a *Register of Interests*. Also, to reinforce what is implicit in being a Board Member to agree to abide by the *Duties & Responsibilities of Board Members*. Further, the Board has adopted a *Code of Professional Conduct for Board Members*, similarly to the way SCA (Vic) has standards for members.
* The board shall consist of the following office-bearers:
  + President
  + Vice-President
  + Immediate Past President
* The office bearer position of President has a term limit of 3 consecutive years to ensure turnover of leadership. A Role Description adopted by Board further outlines expectations as follows: Term of President to be a minimum of 1 year and a maximum of 3 consecutive years; to then serve in the position of Immediate Past President [which is not an elected position] for a minimum of 1 year - which reflects the importance of continuity; and to represent SCA (Vic) professionally.
* Board continues to encourage the practice of co-opting of additional Members for sub-committees.

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| BOARD MEMBER POSITIONS |

* As per Strata Community Association (Vic) Inc. Constitution

The Board must consist of:

(i) 8 (eight) Elected Board Members, elected at Annual General Meetings;

(ii) up to 2 (two) Appointed Board Members; and

(iii) the Past President.

At least five (5) of the Elected Board Members holding office at any one time must be a Practising Strata Manager who hold at least CSCM.

One (1) of the Elected Board Members holding office at any one time must be a Corporate Strata Services – Individual Member.

* The following Board Members continue:
  + Matthew Bourke (elected position) – CSCM
  + Michelle Cummins (elected associate member position)
  + Alan Ferre (elected associate member position) – FSSP
  + Tim Graham (elected associate member position) - FSSP
  + Julie McLean (elected position) – HFSCM
* The following five (3) Board Members retire by rotation:
  + Pernille Cavanough (elected position) – CSCM
  + Peter Davies (elected position) – CSCM
  + Murray Slangen (elected position) – CSCM
* There are **three (3) positions up for election** at this meeting.
* There are **three (3)** Practising Strata Manager (with minimum CSCM) positions available at this election
* There are **nil (0)** Corporate Strata Services – Individual Member position available at this election

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| VOTING RIGHTS |

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| Membership Category | No. of Votes |
| Honorary Member | 1 |
| Corporate Strata Management – individual*Corporate Nominee Member / Practising Member* | 1 |
| Corporate Strata Services – individual | 1 |
| Personal Member – individual | 1 |

## Note: Provisional, Affiliate and Corporate Membership

## shall not carry the right of voting at any meeting of SCA (Vic).