



## Policy/Procedure

### Regional Forums - Selection process for Regional Representatives (Optional)

#### 1. Purpose:

To provide a process whereby U3A's in Regions may participate and identify a candidate for nomination as their Regional Representative (RR) including by way of Regional Forums.

#### 2. Caveat:

- 2.1. A candidate selected for nomination as a member of U3A Network NSW Inc. Management Committee remains subject of the Election Process 5.3 of the Network Constitution. For emphasis, no autonomic right of sole nomination. This process is designed only to allow Regional Forums to select their preferred candidate.
- 2.2. Further nomination(s) from the same Region may seek election to the Management Committee at an AGM in accordance with the Constitution.
- 2.3. There is no Constitutional recognition of Regional Forums nor the conduct and procedures of meetings of Regional Forums. (see also Standing Orders).

#### 3. Appointment of Regional Representatives (RRs)

- 3.1. The Constitution provides

*5.2.3. Nine ordinary Committee members will be elected directly as representatives of U3As, in individual regional ballots.*

#### 4. Standing Orders

- 4.1. The Constitution recognises the ability of the Management Committee to promulgate Standing Orders

*5.6.5 The Committee may develop Standing Orders for the conduct of its meetings held physically and/or electronically, which will ensure adequate opportunity for all members to participate, orderly discussion, and voting procedures.*
- 4.2. Standing Orders were developed in 2014 and provide for the general conduct of meetings.
- 4.3. The Network Constitution does not provide for meetings of Regions although this is a practice that has been adopted in each region.

#### 5. Methodology

- 5.1. Nominations for the position of Regional Representative (RR) and the role of Individual U3A's in the region
  - 5.1.1. The role description of the function of a RR is set out in Annexure 2 and calls for nominations within U3A's in Region allowing 21 days for replies.
  - 5.1.2. RR seeks from each regional U3A a voting delegate.
  - 5.1.3. Each regional U3A canvasses its membership calling for nomination for position of RR

- 5.1.4. Candidates submit nomination to RR , Appendix 3, together with a photo, short introduction, details of skills and a commentary of what vision they have for the Region and Network. Nomination should have two supporters.
  - 5.2. Convening Regional Forum for RR Selection (Optional if uncontested)
    - 5.2.1. RR or Network President Convenes Regional Forum
      - 5.2.1.1. Service of Meeting Notice – 16 days (14days+ service period) served by email
      - 5.2.1.2. Format of Notice of Meeting Annexure 1 is a pro-forma of a Notice of Meeting
      - 5.2.1.3. Notice of Meeting should contain each Candidate’s Presentation, and the names of the supporters.
      - 5.2.1.4. The means by which a vote will be conducted must ensure all U3As in the nominated Region are able to participate in the process. An electronic ballot conducted by the Network Web Administrator may be an option if the situation dictates.
  - 5.3. Meeting
    - 5.3.1. RR should chair in the absence of any other arrangement agreed to by the RR. If RR is a candidate an independent chair should be elected.
    - 5.3.2. Minutes should be recorded.
    - 5.3.3. Candidates should be given time (pre agreed to by the RR and advised to the candidates beforehand) to present themselves and following which answer questions.
    - 5.3.4. In the event of an Electronic vote voting will open at \_ pm on the day of the meeting for a period of 72 hours during which the Electronic vote will be conducted.
    - 5.3.5. Ballot will be declared 2 hours after the close of the poll (Electronic Vote) and the RR notified
    - 5.3.6. The Independent chair or the RR to advise candidates and regional U3As of the outcome.
- 6. Election to the Committee**
- 6.1. A Candidates acceptance by a Regional Forum is still subject to the processes of 5.3 of the Constitution and in particular the nomination process. Casual vacancies on the Management Committee maybe filled in accord with the Constitution by resolution of the Management Committee.

## Annexure 1



\_\_\_\_\_ Region

**Notice of Meeting**

Notice is hereby given of a meeting of a meeting of U3A's constituting the \_\_\_\_\_ Region to be held on \_\_\_\_\_ at <time> at <Location>

**Agenda**

1. Welcome
2. Appointment of Chair
3. Disclosure of Voting Delegates
4. Chair to nominate the means of voting
5. General Business
  - a. Selection of Regional Representative
    - i. Introduction of prospective candidates (Candidates)
    - ii. Candidates Presentation and Questions
6. Ballot if to be conducted at forum/ Restatement of Procedure if Electronic vote
7. Other Business
8. Closure

\_\_\_\_\_

\_\_\_\_\_ Regional Representative U3A Network.

**Notes**

1. U3As are required to appoint a Voting Delegate
2. Voting Delegates should register (if Electronic specify Link)
3. Voting Delegate registration closes 8 am (day of the meeting)- specify
4. Voting Delegate receives password 4pm (day of Meeting) - specify
5. Voting opens 5pm (day of meeting) - specify
6. Voting closes 5pm (+ 48 hours) - specify

Annexure 2 (Sourced 19 November 2020)



## Regional Representative - The Role

The Member U3As of the Network are allocated into regions for administrative purposes, providing a direct link to the Network committee through their Regional Representative. The **Regional Representative** is not a co-ordinator, but facilitates communication and consultation about U3A Member concerns.

The role of a **Regional Representative** is to:

- Serve as an independent member of the Management Committee. Membership of the Management Committee has an expectation of further contribution to tasks in Networks administration
- Be a conduit between the Committee and the member U3As in their region providing information and raising matters of concern.
- Provide advice and assistance on U3A matters to groups in the region, upon request, or to guide them to where they might obtain more precise information. The Network has produced guidance on matters as to Corporate governance and the role of committee members and office bearers of U3As, Constitution. Insurance, Copyright and the U3A. All these topics, and more, may be found on Networks website.
- Assist new groups in the region to become established.

The Regional Representative should subscribe and foster,

- The aims and objectives of the Network (as outlined in the Network Constitution) which are:
  - To provide information, advice, and relevant services to member U3As, and to encourage their involvement in the wider community, while recognising their autonomy.
  - To encourage co-operation and networking between member U3As, and as far as practicable, with other U3A organisations in Australia and internationally.
  - To support the formation of U3As within the State of New South Wales and the Australian CONSTITUTION of the U3A NETWORK NSW Inc. U3A Network NSW Constitution and the Australian Capital Territory.
  - To promote the U3A movement by publicising it through various media,
  - To represent member U3As at State and National levels.
  - To establish and maintain links with educational and Seniors' organisations;
  - To co-operate with and seek support from relevant sources for applied research into lifelong learning and related aspects of ageing.
  - To do all such things as may be conducive to the attainment of these objective.

And, further

- be approachable and become a name and a face that U3A Members in the Region can recognise.
- to meet with the U3As within their Region at least annually, where practical. This can be arranged collectively or individually. Regional Forums may be convened as physical meetings, or by Zoom or otherwise as circumstances dictate.

Regional Representatives are reimbursed for expenses incurred in the performance of their role, as fixed by the Committee from time to time.

## Appendix 3



**NOMINATION FORM FOR SELECTION AS REGIONAL REPRESENTATIVE POSITION\***

We, the undersigned, hereby **nominate** \_\_\_\_\_ (see Note 1) who is a current financial member of \_\_\_\_\_ U3A, for Selection to the

**Position of** \_\_\_\_\_ **Regional Representative.**

**Proposer: (Name):** \_\_\_\_\_

**(Signature):** \_\_\_\_\_ **(Name of your U3A)** \_\_\_\_\_

**Seconded: (Name):** \_\_\_\_\_

**(Signature):** \_\_\_\_\_ **(Name of your U3A)** \_\_\_\_\_

I, \_\_\_\_\_ (*Name of **Nominee***) hereby accept this nomination and declare that I am eligible to stand for this position under the Constitution of the U3A Network NSW.

**(Signed)** \_\_\_\_\_ **(Date)** \_\_\_\_\_ 202\_

*Note 1:*

- Only a person who resides in NSW or the ACT, and is a current financial member of a member U3A located in NSW or the ACT, is eligible to be nominated as a candidate for any Committee position.
- Persons who currently hold a U3A Network NSW Committee position must have their nomination signed by individuals who are **not** also current members of the Network Committee.
- Someone being nominated for a position as a Regional Representative for a region must be a financial member of a U3A located in that region.

*Note 2:* Positions for selection are:

- Regional Representative – specify Region (nine positions – a list of Regions and U3As in each Region is available on our website at Link: <https://nsw.u3anet.org.au/find-local-u3a/>. Note these are called “Ordinary Committee Member” under our Constitution)

Description of this role and responsibility is available on our website under the “U3A Network NSW Link:

[https://nsw.u3anet.org.au/wp-content/uploads/Regional\\_Representative\\_Role\\_20201119.pdf](https://nsw.u3anet.org.au/wp-content/uploads/Regional_Representative_Role_20201119.pdf).

A person is eligible to stand for and be elected as an office bearer and a Regional Representative concurrently.

Submission of this form by email to the Convenor of the meeting, or if appointed the independent Chair, (PDF copy of this form with signatures).

***Nominees may submit a short statement and a photograph suitable for distribution to the meeting***

**\*NB This process is for a selection of a candidate for the role of Regional Representative. Election to the Committee is subject to the provisions of the Constitution.**