

# Annual General Meeting – Registration form information

23rd Annual General Meeting of *Local Government New Zealand*

**Wednesday 28 July 2010**

**9.00am - 11.00am**

SKYCITY Auckland Convention Centre, Federal Street

**The Annual General Meeting is open to Members Only. All delegates for the Annual General Meeting must register by Friday 18 June 2010.**

## Membership

Member authorities admitted to membership of *Local Government New Zealand* are entitled to representation at the Annual General Meeting.

The representation of each member authority is determined by member authority resolution, or by the mayor/chairperson or principal administration officer of each member authority. Members include elected members and staff of all fully financial member local authorities.

## Delegates

The number of delegates officiating at the Annual General Meeting is determined by the local authority population level. A list of the total number of delegates allowed per member authority is available at the website (refer below). Please note that the number of representatives at the Annual General Meeting does not affect the number of delegates able to attend the Conference. Each member authority may nominate:

- **Presiding Delegate** - the person responsible for voting on behalf of the authority at the Annual General Meeting
- **Alternate Delegate/s** – person/s responsible for voting on behalf of the authority if the Presiding Delegate is absent from the Annual General Meeting
- **any other delegates** - provided the total number attending the Annual General Meeting does not exceed the number of representatives allowed
- **any observers\* attending** - no speaking or voting rights

\* Please note that persons attending the Annual General Meeting as observers will be seated separately from the main delegation.

Following the closing date a list of each local authority's registered delegates will be sent immediately to the principal administration officer or the Mayor/Chairperson of each local authority for confirmation. This is to ensure that only those persons authorised to do so may speak on behalf of their council, as a member of *Local Government New Zealand*.

Please ensure that all delegates are aware of the delegate role they have been nominated for.

## Remit Process

Submission of proposed remits for consideration at the *Local Government New Zealand* Annual General Meeting is open and must be received no later than **Monday 17 May 2010**. All proposed remits and accompanying information must meet the remit policy. Those meeting this policy will be screened by the Remit Screening Committee and following approval will move forward to the Annual General Meeting for consideration by the membership. The full remit process and policy can be found at the website (refer below).

## Voting Entitlements

The voting entitlement of each member authority is determined by the local authority subscription levels. No member authority whose annual subscription is in arrears is entitled to vote at the Annual General Meeting. A list of voting entitlements can be found at the website (refer below).

## Obituaries and Apologies

*Local Government New Zealand* request obituary notices for inclusion in the Annual General Meeting proceedings for the period from 30 July 2009 onwards. These should be advised in writing no later than Monday 26 July 2010. Apologies received prior to **Monday 28 June 2010** will be included in the business papers all other apologies to be recorded at the meeting.

**For further information, including Proxy votes details, are available on our website [www.lgnz.co.nz/about-us/agm](http://www.lgnz.co.nz/about-us/agm)**

**DETACH THIS COMPLETED FORM. RETURN BY MAIL, FAX OR EMAIL**



## 23rd Annual General Meeting

**Registrations for the AGM must be received by 18 June 2010**

Delegate name: \_\_\_\_\_

Authority: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

I am a member and will attend the AGM

### All delegates please choose one of the following options:

- Presiding delegate – the person responsible for voting on behalf of the authority at the Annual General Meeting
- Alternate delegate - person/s responsible for voting on behalf of the authority if the Presiding delegate is absent from the Annual General Meeting
- Other delegate - provided the total number attending the Annual General Meeting does not exceed the number of representatives allowed
- Observer – no speaking or voting rights and sitting away from the main delegation
- I am a Life Member

*Local Government New Zealand* members include all elected members and staff of fully financial member local authorities.

If you are registering for someone else and they are attending the AGM please ensure that they are aware of the delegation they have been nominated for.

**Please detach this form and Post to:** AGM Registration  
*Local Government New Zealand*  
PO Box 1214  
WELLINGTON 6140

**Fax to:** 04 924 1230

**Email to:** [sandra.scrimshaw@lgnz.co.nz](mailto:sandra.scrimshaw@lgnz.co.nz)