

Help End Marijuana Prohibition (HEMP) Party
State Branch – Guide to Annual General Meetings

Notification to members of the date, time, venue and Agenda items must be provided 28 days or more prior to the Meeting via email and/or notice in a suitable local publication.

List a Facebook Event on the State Page for directions and a record of activity.

Notice includes: Election of State Office Bearers. Nominations must be received by the Secretary at least one week before the Meeting.

Meeting Procedure

The Host will ensure there is; a quorum (at least 3 current office bearers plus 4 or more members); and, attendees names and email addresses are recorded in the Minutes.

The Minutes are an official, permanent record of the Meeting and must be a clear and concise summary.

The Host invites a member to Chair the vote for committee members (someone not nominated for a position).

The Host appoints a Returns Officer (a trustworthy member who is not nominated for a position).

The Chairperson announces the nominations for all positions and invites the nominees to introduce themselves to the members.

Voting is by open ballot for each position and recorded in the Minutes as declared by the Returns Officer.

Order of the vote shall be; President, Vice President, Secretary, Treasurer and Compliance Officer.

Newly elected office bearers provide their details, full name, home address and signature, on a designated page (HEMP Branch Committee form).

The Chairperson and Returns Officer also provide their full name, home address and signature on the Committee form.

The new Committee has control of the Meeting and continues with the Agenda items.

Members in assistance to the Committee are appointed upon agreement.

Set the date, time and venue of the next Meeting.

Note the time and call the official Meeting closed.

Scan all documents into a digital file and email to the Federal Secretary as soon as possible.

Previous State Branch records are made available to the new Committee once the Meeting is declared valid.