Moreton Bay Montessori Association

200 Old Gympie Road, CABOOLTURE QLD 4510
PO Box 1610, CABOOLTURE QLD 4510
secretary@mbma.asn.au
www.cms.qld.edu.au

Board Director Nomination

How to Apply for a Director Role on the MBMA Inc Board:

To ensure we comply with our legal requirements, please follow these steps:

1. **Find a Proposer and Seconder:** Your application must be nominated by one current financial member and seconded by another.
2. **Complete the Form:** Fill out the Nomination Form on page 3 of this pack, and ensure all three parties (you, your nominator, and your seconder) have signed it.
3. **Submit Nomination:** Return the completed form to the Secretary (secretary@mbma.asn.au) or drop it off at School Reception. Please attach a short biography, briefly describing relevant qualifications, background and reasons for wanting to join the Board when returning your nomination.
4. **Public Listing:** Your nomination and accompanying biography will be included in the Public Listing of nominees that will be displayed for seven days prior to the AGM.
5. **The Election Process:** The election of Board members will take place at the Annual General Meeting. To ensure our community follows the principles of Grace and Courtesy while maintaining strict governance standards, the following procedures apply:
    1. **Declaration of Election:** If the number of eligible candidates is equal to or less than the number of vacancies on the Board of Management, the Chairperson of the meeting will declare those candidates duly elected.
    2. **Ballot for Contested Positions:** If there are more candidates nominated than there are vacancies, a formal ballot must be held to determine the successful candidates.
    3. **Voting Rights:** At the meeting, each member present and entitled to vote may cast one vote for each vacant position on the Board.
    4. **Determining the Outcome:** Candidates receiving the highest number of votes cast in their favour will be declared elected by the Chairperson.
    5. **Nominations from the Floor:** Please note that nominations from the floor of the AGM will only be accepted if there are insufficient written nominations received 2 weeks prior to the AGM deadline to fill the vacant positions.

All nominations must be made by two current Association members, accepted by the nominee and submitted no less than **14 days prior to the Annual General Meeting.**

Moreton Bay Montessori Association

Important Disclosure: Public Liability Insurance

In accordance with **Rule 10.2** of our Association Rules, we must inform you of our insurance status before your application is considered:

The Moreton Bay Montessori Association Inc. holds Public Liability Insurance to the value of $100,000,000 (One Hundred Million Dollars) as required by the Associations Incorporation Act 1981.

This coverage is reviewed annually by the Board to ensure it remains adequate for our school's activities. For more information, members may request a copy of our current Certificate of Currency from the Secretary.

Moreton Bay Montessori Association

NOMINATION FOR BOARD POSITION

Nominator to Complete - Must be a current financial member of the MBMA Inc.

I _____
Full name of Nominator

Of _____
Full address details

Nominate _____ to be _____
Full Name of Nominee — Position

On the Moreton Bay Montessori Association Inc. Board.

Signed: _____ Date: ____ / ____ / ____

Phone: (M) _____ Email: _____

Seconder to Complete - Must be current financial member of the MBMA Inc.

I _____
Full name of seconder

Of _____

Second the nomination of _____
Full Name of Nominee

Signed: _____ Date: ____ / ____ / ____

Phone: (M) _____ Email: _____

Nominee to complete:.

I _____
Full Name of Nominee

of _____
Full address details

Accept the nomination for a position on the Moreton Bay Montessori Association Inc. Board.

Signed: _____ Date: ____ / ____ / ____

Phone: (M) _____ Email: _____

Office Use Only

Nominee a current MBMA Inc. Member? Yes / No **Date Nomination Received:** ____ / ____ / ____

Accompanying Biography received? Yes / No **Received By:** _____ **Initials:** _____