



VIETNAM VETERANS ASSOCIATION OF AUSTRALIA

VICTORIAN BRANCH (INCORPORATED)

ADMINISTRATION INSTRUCTION NUMBER 21

APPOINTMENT OF DELEGATES NATIONAL CONGRESS & NATIONAL COUNCIL MEETINGS

Introduction

1. The purpose of this AI is to advise the procedure for the selection of the State delegate to the National Congress and National Council Meetings.
2. The VVAA National Congress (Annual General Meeting) is normally held in May of each year and a National Council Meeting is normally held in October of each year with responsibility for venue/arrangements assigned on a rotational basis between States.
3. Section 24(b) of the National Constitution stipulates that each State is to appoint two delegates to attend both the National Congress and the National Council meeting one of whom is to be the State President and the other a State Executive member as determined by the State Council.

Detail

4. At the State Council meeting held immediately following the State Branch Annual General Meeting at which the State Executive is elected for the coming year, the State Council is required to confirm the appointment of the State President as the delegate to the National Congress and National Council Meetings and determine whether to:
 - appoint another State Branch Executive member by name as the second delegate;
 - allow the State Executive to determine which State Executive member is to attend the National Congress and National Council Meetings as the second State Branch delegate; and
 - allow the State Executive to determine whether the attendance of a third State Executive member or a co-opted Sub-Branch member to attend the National Congress and National Council Meetings as an observer is appropriate. This person would have a proxy vote in the unexpected absence of either the State President or the second State delegate.
5. During the election phase of the National Annual General Meetings (Congress), the State has one vote however, at National Council meetings; both the State President and the second delegate are able to cast a vote on the respective issues under consideration. Proxy votes for absent or unrepresented State Presidents are not permitted.
6. Expenses related to the attendance of delegates at the National Congress and National Council Meetings are to be met by the State Branch.

Amended as Authorised by State Council 7th August 2010

7. If the State President is not able to attend the National Congress or National Council Meeting, he is to appoint a member of the State Branch Executive as his representative and if necessary cast a vote on behalf of the State. The approval of the State Council is not required for the State President to appoint a member of the State Executive to attend the National Congress and National Council Meetings in his absence.
8. If more than two members of the State Executive wish to attend as either the delegate or observer, then the selection is to be determined by the State Executive by a show of hands.
9. The State Executive members attending the National Congress and National Council Meetings must submit a written report to the State Executive in accordance with AI No 20 and be prepared to provide a verbal update on the relevant meeting at the State Council meetings as required.

Conclusion

10. The State Council must endorse the appointment of the State President as the first delegate to the National Congress and National Council Meetings and confirm the State Executive is able to select the second delegate from the State Executive members, and determine whether an observer may attend the National Congress and National Council Meeting/s and also decide who that observer may be to ensure an adequate and timely preparation period is available prior to the first such meeting.