



# WMAI AGM 2024-25 FAQ

## Introduction

These FAQs are designed to address common questions and provide helpful information, but they are not exhaustive. They may evolve over time based on the queries received to better serve our members' needs. If you have a question that isn't covered, feel free to reach out to the committee.

Some of these FAQ answers are based on by-laws set as per the constitution. There is no intention to change the by-laws by the current Committee of term 2023-2025.

Please follow Community Group Rules:

1. Community Spirit: Foster a positive and inclusive environment.
2. Avoid Controversy: Keep discussions constructive, avoiding divisive debates.

## FAQ

### General

#### Where can I find the WMAI constitution?

You can download the copy from WMAI website, link is <https://wmai.site/who-we-are>.

#### What is the "WMAI term duration"?

A term lasts for 2 years, starting on 1st April and ending on 31st March.

#### How many people form the core construct of a WMAI Committee?

The core committee consists of 5 members:

1. President
2. Secretary
3. Treasurer
4. Committee members x2

This core committee may decide to add more committee members.

#### How can the core committee choose additional members?

Choosing additional committee members is a consensus decision made by the core committee. These additional members are chosen from the pool of nominations received for the election. The core committee may decide not to choose additional committee members.

#### For how many terms can a committee member continue in WMAI committee positions?

There is no limitation on term durations. As long as the personnel is a current member, has self nominated and has been elected, they will remain in that position for that term.

### Is there a job description for the roles of the WMAI Committee?

Yes, please refer to the constitution Rule 8: Functions of the Executive Committee.

### Can a newly elected member withdraw if they are not keen to continue after formation of the committee?

Yes, an elected member may withdraw from their elected position at any time. This will be treated as a resignation.

### How will the vacant position be filled?

The core committee is able to co-opt a vacant position as long as the newly chosen personnel is a current member. The core committee may choose to fill the vacant position from the existing pool of nominations or they can approach another member whom they deem fit for the position responsibility.

## Memberships

### What is the validity of a WMAI membership?

Membership is valid for each financial year between 1st April and 31st March.

WMAI membership must be renewed every year starting on 1st April irrespective of the joining date.

### Who is a current member?

A current member is any person aged 18 or above who has paid membership fees for the current financial year, and registered in the membership records.

A list of current members is held and can be requested from the Secretary.

### What is the total for WMAI memberships?

WMAI currently has 141 members

### Who is responsible for renewal of membership for the new year?

The Committee is responsible for communicating and managing the membership renewal process.

When a new Committee is formed after AGM elections, the new Committee will be responsible for communicating and managing the membership renewal process.

## AGM

### What is the frequency for conducting AGM?

An AGM is held every year.

### Who can attend the AGM?

Only current members can attend the AGM

### What is the minimum count required for AGM?

Forty percent (40%) of the membership constitute the quorum for AGM.

### How is the AGM count calculated?

Every member who has confirmed their availability to attend and every proxy personnel is counted towards the AGM attendance.

### How can WMAI members register their availability for the AGM?

All current WMAI members will be able to register their availability for the AGM through an online form. This form will have details of the AGM (day, date, venue and time). This form will be published on the WMAI website and WMAI members Whatsapp group.

### I'm unable to attend, do I still need to fill the AGM attendance form?

Yes, members must complete the AGM attendance form to confirm their unavailability.

### I'm having trouble filling up the AGM attendance form, what can I do?

Please contact any WMAI committee member if you have any trouble filling up the AGM attendance form.

### If a member is unable to attend the AGM, then can they nominate another member as their proxy?

Yes, if a member is unable to attend the AGM they can nominate another current member as their proxy. The AGM attendance form will provide a section to capture the proxy personnel details.

If the nominated proxy is unable to attend the AGM, then they must inform the represented member, and the Secretary.

### Is there a limit on how many WMAI members a proxy can be nominated for?

No, there is no limit on how many members an individual can act as proxy for.

### I am traveling, can I join AGM remotely?

The AGM will be held in person. The minutes of the meeting will be shared in the coming weeks after the AGM. If you have any matters to be discussed, please share this with the committee in advance. If you would like to vote, please provide Proxy to another member.

## Nominations for WMAI Executive Committee positions

### Who can nominate for WMAI Committee positions?

Personnel who have been a member for at least 3 months and above can nominate themselves for committee positions

### Can multiple people from the same family nominate themselves?

No, only one person from a family, who has been a member for at least 3 months and above can nominate themselves for the committee position.

### Can I nominate another member for a committee position?

No, only self nominations are allowed for any given WMAI committee position.

### Can a previous WMAI office bearer re-nominate themselves?

Yes, any current member who has been an office bearer can nominate themselves for election of the committee of 2025-27.

### When will the nominations list be available for members?

All nominations will be public as and when they are received after 23 February 2025.

### What happens if no one nominates for a WMAI Committee position?

If no nominations are received for a given committee position, then any member present at the AGM may self-nominate themselves. The position is open for everybody willing to step into that position.

### What happens if there is only 1 person nominated for the role?

If only one nomination is received, the position will be filled unopposed by that nominee.

### What is the last day to send self-nomination?

**Wednesday, 12th March 2025, 11:59 PM**

## Elections

### When will the election take place?

**Saturday, 15 March 2025**


### Who oversees the election process?

The current committee is responsible for overseeing the election process. Up to 2 members who have not nominated themselves can volunteer themselves to oversee the counting process alongside the WMAI committee.

### Who can vote?

Personnel who have been a WMAI member for at least 1 month and above can participate in the election voting process.

### What is the election process

1. A voting form with all nominations for each category of President, Secretary, Treasurer and Committee Member will be available on the AGM election day.
2. All members will be provided with the above voting form and a pen just prior to the election time.
3. Only one form per member will be provided.
4. Additional voting forms will be provided to a member if they are acting as proxy on behalf of other member/s who are unable to attend AGM in person. The number of forms will be determined based on the number of people being proxied by the individual. Proxies must be communicated before the AGM day, there will be no exceptions made on the day.
5. Members will be required to vote by marking a  against their preferred candidates.
6. A vote is considered valid when a member has selected 1 nominee in each category for President, Secretary, and Treasurer and 2 nominees in the Committee member category.
7. Voting will be anonymous for the purpose of the elections to ensure privacy of our members and the process.
8. 2 ballot boxes will be provided to ensure a smooth and efficient process.
9. Once everyone has voted the counting process will happen in a separate room.
10. Any member who is nominated will not be allowed to enter the counting chamber.
11. Results will be announced once counting is completed.