



# VICTORIAN RIFLE ASSOCIATION INC

ESTABLISHED 1860  
 Registration Number A13641H  
 ABN 37 571 868 151

## Annual General Meeting 2019 Minutes

Date: Saturday 26<sup>th</sup> October 2019

Time: 3.40pm

### Councillors in Attendance

Name	Position	Club
Garry Kay	Chairman	Yarram
Albert van Wyk	Treasurer	Rosedale
Peter Farley	Councillor	MCC
Frank Connor	Councillor	Robinvale
Trevor Rhodes	Councillor	Maryborough
Alan Wright	Councillor	Lang Lang
Garry Warrender	Vice Chairman	Wangaratta
Simon Whatley	Councillor	Katandra
Craig Weaire	Councillor	Nagambie

### Members in Attendance

	First Name	Surname	Club
1	Joyce	Asquith	Wangaratta
2	Bill	Boyack	Portland
3	Alex	Brown	Wangaratta
4	Greg	Cavanagh	Wodonga
5	Marcus	Cave	Rosedale
6	Doug	Chalmers	Robinvale
7	Peter	Daldy	Karramomus
8	Trevor	Diffey	Wangaratta
9	Graham	Doig	FCG RC
10	Tom	Donaldson	FCG RC
11	John	Eland	FCG RC
12	Kay	Eland	FCG RC
13	Graham	Eldred	FCG RC
14	Bruce	Elwood	Bendigo
15	Liana	Gaebele	Lilydale

	First Name	Surname	Club
16	Markus	Gaebele	Lilydale
17	Ian	Gordon	Warragul/Drouin
18	Jim	Grayson	Bacchus Marsh
19	Charles	Greer	Bacchus Marsh
20	Neal	Hambridge	ECDRA
21	Len	Hayes	Shep/Nathalia
22	Max	Hedges	Maryborough
23	David	Hindmarsh	Wodonga
24	Helen	Hobbs	Natimuk
25	Bruce	Houston	Rosedale
26	Carol	Hulett	Geelong
27	Peter	Hulett	Geelong
28	Morrie	Jackman	Shep/Nathalia
29	Ross	Jackson	Yarram
30	Paul	Jeffrey	Colac



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	First Name	Surname	Club
31	Dianne	Jonker	Wangaratta
32	Phil	Jonker	Wangaratta
33	Trevor	Jury	FCG RC
34	Peter	Maher	Lilydale
35	Peter	Marum	FCG RC
36	John	Melbourne	Nagambie
37	Colleen	Morgan	Wodonga
38	Susie	Morgan	Wodonga
39	Ross	Moyle	Wodonga
40	Kevin	O'Donnell	Maryborough
41	Peter	O'Dwyer	Katandra
42	Bob	Pedersen	Wodonga
43	Antony	Pennack	Colac
44	Michael	Purden	Shep/Nathalia

	First Name	Surname	Club
45	Ken	Reither	Bacchus Marsh
46	Daniel	Sandford	Hamilton
47	Gayle	Sewell	Wodonga
48	Mark	Sewell	Wodonga
49	Matthew	Stanley	Robinvale
50	Richard	Tapps	Lilydale
51	Roger	Teal	Portland
52	Brett	Thurtell	Wodonga
53	Trevor	Viney	Wodonga
54	Barry	Wood	Katandra
55	Clint	Worden	Colac

## Apologies:

Brendan Thomas, Heather Thomas, Conner Brown, Cliff Abbott, Joan Kay, Keith Lucas

**Moved:** Kay Eland      **Seconded:** Ian Gordon

## 2018 AGM Minutes

That the minutes of the previous AGM be accepted as a true and correct record

**Moved:** Peter Hulett      **Seconded:** Ross Jackson      **Carried**

## Chairman's Report

I would like to welcome all to the 2019 AGM. This report is both my Chairman's report as well as a report from the Council. It is a report on issues during the last financial year and I will also mention some issues since the end of the financial year.

Albert will provide his Treasurer's report and I thank him for his work in looking after your money. We will also hear from Councillors Garry Warrender and Alan Wright.

We had a change to Council membership during the year with the formal appointment of Albert to the position of Treasurer. This left his Deputy Chairman position vacant, which was filled by Garry Warrender. In November 2018, we appointed Brett Hartnett to the position that Garry Warrender previously occupied. Brett resigned in April 2019 but continued with his work in assisting our Executive Officer with the redevelopment project, including capping off the bore, assisting with the machinery shed, supervision of the zero range and other water and power works around the Range.



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So, a thank you to Brett for your time on Council and your work for the VRA since. We did not need an election this year, as nominations did not fill all positions. Albert was elected to the position of Treasurer and Trevor Rhodes and Craig Weaire to position of Councillor. Simon Whatley & Garry Warrender subsequently withdrew their nominations for various reasons. So, on behalf of you, the membership, I thank Garry Warrender and Simon Whatley for their excellent service to Council and their work for the VRA.

Once again, I would like to acknowledge to tremendous and enthusiastic work of our Executive Office, Nikki Rees. Nikki has taken on the additional workload of managing the redevelopment project and I, Council and the Membership thank you for this. Also, in the Shop we acknowledge the work of Geoff Wells as Shop Manager and Ben for Assisting in the Shop and Office. Just a reminder that our employees are part time only, so please do not contact them outside there working hours of Tuesday & Wednesdays.

There are a number of people who volunteer their services to the Association. These include Councillors who give their time and sometimes sacrifice their own shooting to manage and run events like the Queens and Teams events, Robin Hall for his considerable work in the maintenance of the range, the Shepparton-Natalia Rifle Club for the preparation and maintenance of target for this weekend and the Queens, John Branton for his assistance with various computer issues and the Web site, and I expect there will be others who see something needs doing and just do it.

Thank you to all who have assisted in some way.

The Major Grant project has made significant progress this year with the building of a machinery shed, construction of a zero range and full renovation to the VRA shop & Office. Whilst we have stalled on the completion of the kitchen area within the Frank Morgan Pavilion, we are endeavouring to finish this in time for Queens 2020. Unfortunately, the delay in the kitchen has arisen due to the Pavilion being classified as a machinery shed and not a commercial building. Anyone who has had experience with building commercial premises would understand the numerous hoops we have had to jump through, and the endless paperwork required.

We are hopefully now back on track with commercial builders soon to be engaged to complete the last of our major grant projects. I'm sure you would agree that the various upgrades included in the Major Grant has extensively enhanced the facilities here at Wellsford Rifle Range. A big thank you again to Ken Reither for initially applying for the grant and all his subsequent work with the aid of Bruce Elwood for the first two years of the process.

Last year I advised of the passing of Neville Trevena, a Life Member, Councillor and Deputy Chairman, who passed away on 5th October 2018. We have acknowledged Neville's tremendous support to the VRA through the naming of Match 31 in the Queens series as the Neville Trevena Memorial Shield. This was presented to the highest Under 25 Aggregate score in Match 21 in any discipline with this year's winner being Alex Davies of West Wallsend Rifle Club.

As foreshadowed last year, you will see there are a number of Notice of Motion relating to the proposed changes to our Rules and By-Laws. These were drafted by Garry Warrender and myself and I hope you have reviewed these.



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One of the proposed changes is to the structure of Council. We have drawn on Australian Sports Commission Governance documents in drafting these changes. We also need to address the Victorian Sport Ministers directive concerning the makeup of governing boards where we need to be working towards 40% female representation on Council. Throughout the coming year the current Council will be actively approaching our female members to seek their interest in becoming a VRA Councillor.

And in closing I would like to acknowledge the success of Victorian State Teams. Last year I mentioned the success of our Victorian State Team who had only just returned from West Australia after winning the majority of matches. This year our F Class Teams have likewise returned from West Australia as the winning team and we congratulate them on their success.

Last year was the 50<sup>th</sup> Anniversary of the first Ladies Teams Matches, originally held in Victoria in 1968. Victoria will host the Ladies Team Matches next year prior to our Queens and it will be shot with composite Teams for the first time.

Garry Kay  
VRA Chairman for and on behalf of the VRA Council

**Moved:** Garry Kay      **Seconded:** Albert van Wyk      **Carried**

Garry Warrender spoke about his tenure as a VRA Councilor and thanked the members for allowing him to serve them for the last 15 months. He explained that he initially became a Councilor as a way to assist with the administration of the Major Grant. He also wanted to understand the complexities of running the organization and to find way to encourage gender equality. He believes we need to become a better and more modern organization. He thanked Simon Whately, Ross Jackson, Rod Mahon and other South Bendigo RC members for starting the kitchen project in what was very challenging conditions of over 40 degrees on some days. He also thanked Brett Hartnett for his significant contribution to Wellsford Range. Garry mentioned he will not be standing for Council again for this term as he is unable to dedicate enough time to the council and would like to step aside to give the female members of the VRA an opportunity to join the Council.

Alan Wright, Queens Event Co-Ordinator spoke about the need to have more VRA members attend Queens and that in 2020 we will be hosting the State Ladies Team competition on the Monday and Tuesday prior to the Queens Series. The event is in the first week of the school holidays so it would be great to have as many families as possible come along. We offer free entry for all U21 shooters and are hoping to have as many as 200 shooters in attendance. The Australian F Class team is practicing on the Monday following the Queens so we may see an increase in F Class shooters. Alan mentioned he would like all VRA members to go home and encourage their fellow shooters from their local clubs to come along to Queens as it's not just about the shooting, its about the social aspect of the event.



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## Treasurer's Report: Albert van Wyk

Mr. Chairman, honoured guests, fellow councillors, ladies and gentlemen.

Last year I stood before you and reported that the VRA was profitable and that the fundamentals, in general terms, were looking positive for the upcoming year. Key to ongoing profitability was to be the continued scrutiny on costs and implementing initiatives designed to deliver revenue and value to all of our members.

In the last 12 months, members have seen the benefits of the end of financial year sales, VRA regional distribution centres, the sourcing of new stock items not previously held and reducing margin on good sold where orders were accompanied with pre-payment.... These small changes have led to a trading sales increase of more than \$100,000 during the financial year and a gross profit increase of almost \$50,000.

Today I am also pleased to report that the end of FY19, the VRA delivered an operating profit of \$39,793, up approximately \$35,000 compared to the previous financial year. It is important to note that the financial report include capital grant income, which I have removed from the calculation in order to provide you with actual trading results.

I would like to take this opportunity to thank all those members who have continued to support the VRA shop. Without your support and contributions, the VRA Council would not be able to continue to support you in return. During the course of the year 438 VRA members purchased items at the VRA shop with an average spend of \$668.

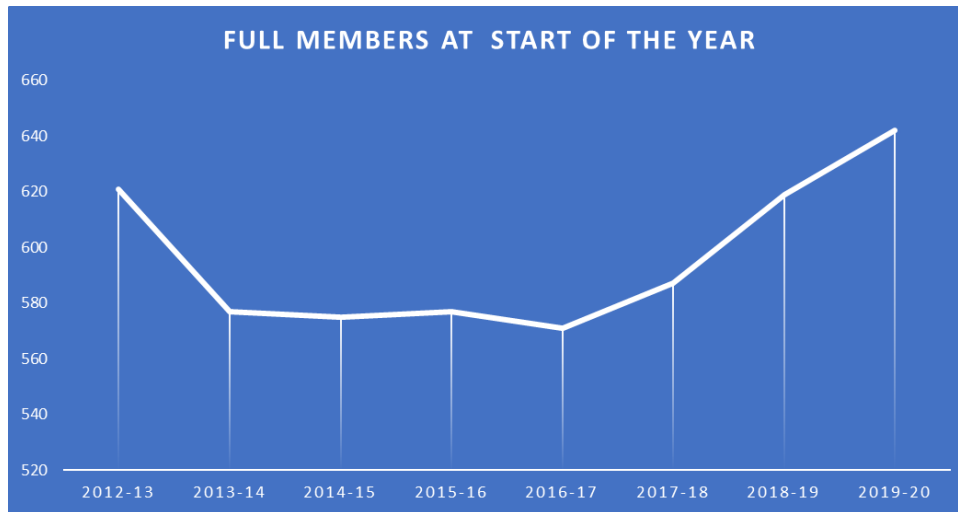
The items most purchased by value and quality continue to be 155.5gn projectiles, AR2208 and AR2209 powder and Federal 210 and 205 primers. The continued need for these items reinforces the decision taken by the council to make distribution easier and more accessible to our members through the regional distribution scheme.

Within the last financial year, total other revenue received (less membership fees to the NRAA) were \$126,523, up \$8,000 over the previous financial year and relate primarily to an increase in new member signups. We started this year with 23 additional full members compared to the same time last year and 55 more than the same time the year before that. Although these figures are very encouraging, it is important to note that the growth in new memberships are only just making up for losses in other membership categories. I therefore call on all of you to be proactive within your respective clubs, to help identify opportunities to attract new members and help build out the positives about our sport.

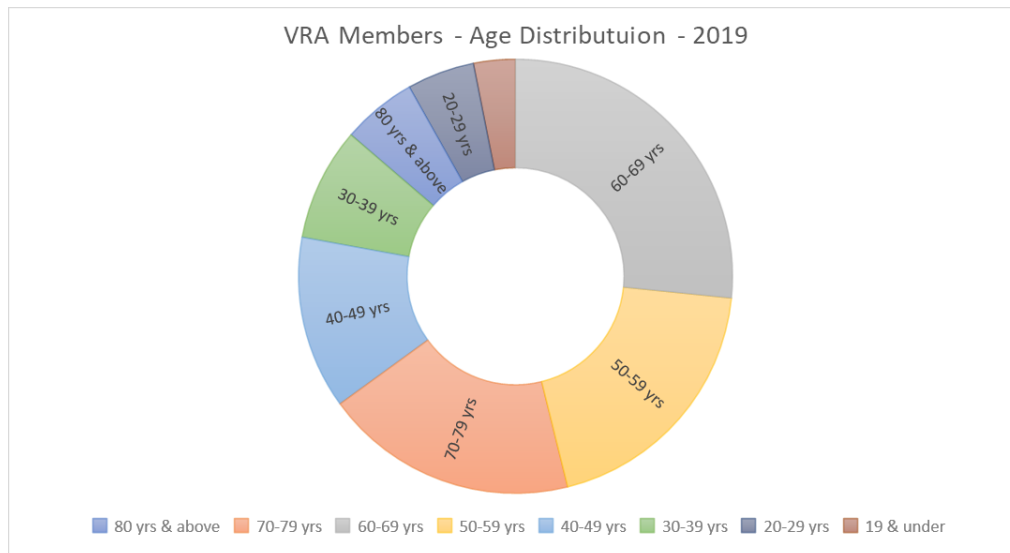


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There is also no denying the fact that we have an ageing member demographic, with more than half of our current members being older than 60 years of age... I see this as one of our strengths and a great differentiator against other shooting sports. Having an older and more mature membership means that we should have a great number of mentors and teachers for younger and new shooters. This feature of our association is an area that I would like to celebrate and leverage within the coming year alongside our continued support and development of juniors.



Other additional revenue received within the last financial year, relates to an increase of approximately 24 entries in the 2019 Queens delivering additional income of almost \$4,000. I thank those Victorians who diligently support our Queens and lead up events.

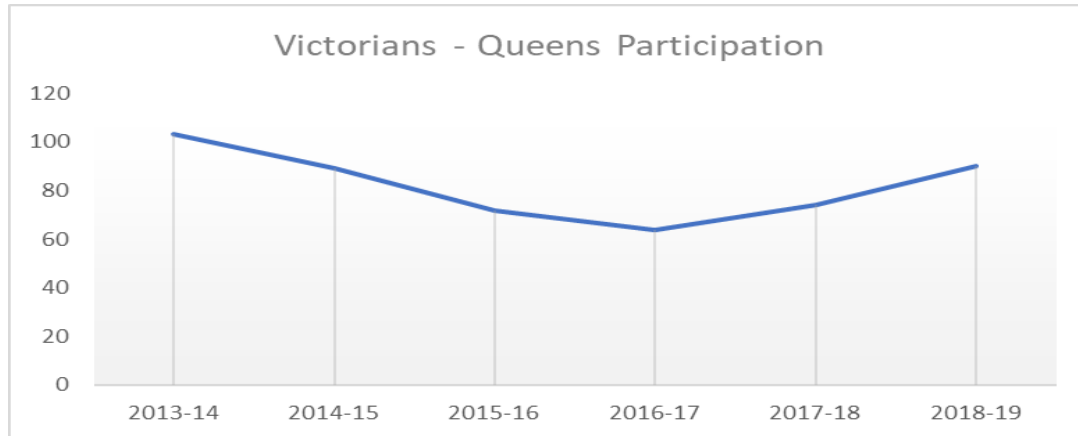
The VRA Queens is the pinnacle on the Victorian calendar and an amazing opportunity not only to compete against some of the best shooters in the country but more importantly to socialise with friends and acquaintances which we so seldomly get to see.



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Although the increase in participation is very positive, almost half of the entries are still coming from out of state participants. There does seem to be a strong trend back towards increased participation by Victorians and it is my hope to see many more of you there this coming year.

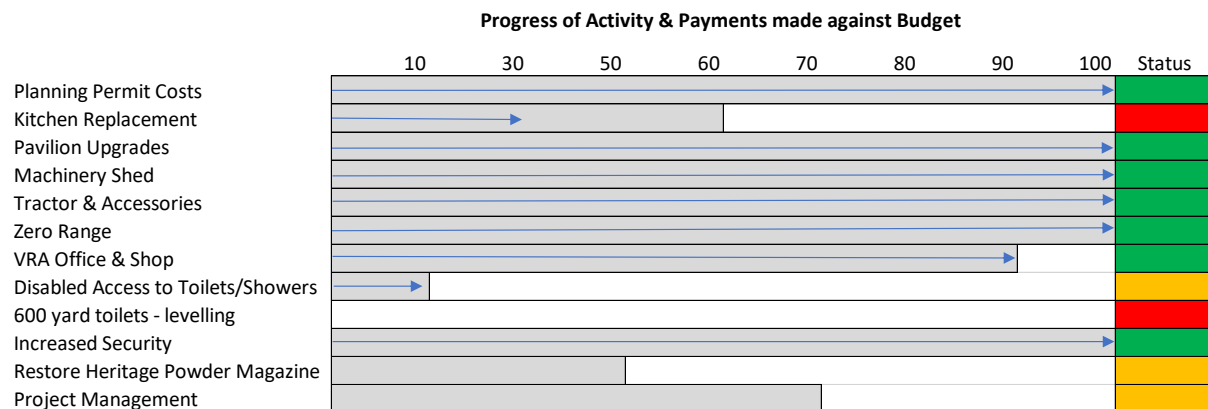


Ladies and Gentlemen, I am also happy to report that the Capital Improvement project, part funded by the Department of Sport and Recreation, and by our members, are in the final stages of completion.

I think it is safe to say that the project has at times tested the resolve of our Executive Officer and most of the councillors. It seemed to be the project that nightmares are made of with proverbial skeletons climbing out of every cupboard and closet. I therefore thank all of our members for their patience as we worked through the issues.

I am sure that you will all agree with me that the improvements made have truly lifted and rejuvenated our facilities and is something that we will be able to continue building on for years to come.

I would like to extend my thanks and gratitude to our Executive Officer - Nikki Reese, and in addition, all the councillors, members and volunteers who provided countless hours of work to get us to this point.





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During the last year, the VRA council implemented new membership categories, to assist those members that are financially vulnerable, and additionally to provide some benefits to those family groups who are actively involved at a club level. To that end, the VRA council implemented three new membership discounts to Super Veterans, Co- residence Family Members and our Juniors. In addition to these members now also have the opportunity to pay their VRA subs in two instalments, minimising the financial burden on them.

The VRA council didn't stop there and have also introduced significantly reduced new member fees that compete very strongly against all other shooting sports and allow clubs to attract new shooters to join the clubs and maybe start to participate in newly formed hunter class. These changes ladies and gentlemen demonstrate the willingness of this council to listen and act on your requests. But is it enough?

In my view, and as I discussed with you last year, so much more can be done, but it is only possible with collaboration by all members, not just a few. The VRA council has only so much control and ability to influence the initiatives at a local level. It is evident that those clubs embracing change and implementing a better approach are seeing the benefits by way of increased membership and a more active member base.

Therefore, in the coming year I will be hosting a delegate forum, where the presidents and secretaries of all clubs will be invited to join me in two days of open dialogue.

Key topics in my mind will include:

1. Range Security – How do we ensure the long-term viability of our assets and facilities
2. Capital Improvements – Investment for regional clubs
3. Membership – Acquisition and Retention Strategies
4. Competition and Participation – Developing an active member base
5. Public Relations and Media – Increasing awareness in our local communities

It is my firm believe that if each of us start to collaborate with our ideas and unify around a common goal, that we will be able to drive this association and our clubs to the vibrant and active organisations that we all so desperately want.

In addition to the delegates forum, the council will be investing in our website, implementing an online shop and electronic sign-up and membership renewal system.

The investment in technology is long overdue as we need to modernise our systems and image, not only to attract new members but to be better at communicating with our members and the broader public. This initiative is linked to some of the technology changes being made at the NRAA and will allow us to leverage those new capabilities.

In closing ladies and gentlemen, we each have a role to play in the outcomes of our sport, our association and our clubs. The future success and or failure does not depend on a single person, nor a single idea or action, but the collective focus and sustained activity from each of us.

Albert van Wyk  
Treasurer

**Moved:** Albert van Wyk

**Seconded:** Carol Hulett

**Carried**





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## Appointment of Auditors

Albert van Wyk spoke about the auditing services currently being provided by AFS Chartered Accountants and the high cost of this service to the VRA which is approximately \$11000 per year. AvW also mentioned that we currently have a bookkeeper that comes in once a month to process all financial transactions and that we need to minimize our accounting fees. After seeking quotes from two other local Accountants, AvW suggested that we engage AASB (Accounting & Audit Solutions Bendigo) who have their office located at 172 Mclvor Road, Strathdale as the preferred provider for a Special Review for the VRA which will satisfy all Tier 2 Consumer Affairs requirements.

The motion was that AASB be appointed Auditors for the financial period of 2019-20.

**Moved:** Albert van Wyk      **Seconded:** Bob Pedersen      **Carried**

## Election of a Patron

Garry Kay mentioned that the VRA had written to the Governor General of Victoria but had not received a response. Garry suggested that we don't appoint a patron at this time and depending on the outcome of the notices of motion it would be discussed at a subsequent Council meeting.

**Moved:** Peter Farley      **Seconded:** Ross Jackson      **Carried**

## Special Business

Garry said he hoped that the members have had a chance to read through the notices of motion relating to changes to the By-Laws and Rules. Below motions and changes are summarized in a table at Attachment 1 of these minutes.

**7.1 Moved:** Garry Kay      **Seconded:** Susie Morgan      **Carried**

**7.2 Moved:** Garry Kay      **Seconded:** Susie Morgan      **Carried**

**8.1 Moved:** Garry Kay      **Seconded:** Peter Farley

*Tom Donaldson* asked if there would be a hierarchy if more than one patron was elected?

*Garry Kay* responded that if the Governor General decides they do not wish to be the patron then we can look at other sources including perhaps other notable members of the community.

*Morrie Jackman* requested a clarification on life membership.

*Garry Kay* responded that under the current by-laws the recommendation for life membership must be listed on the official AGM Agenda as a motion and include the details of the nomination.

A robust discussion was then held regarding the current system and how we can simplify it.

*Bob Pedersen* moved the below amendment:

"The amendment is to add to the motion that life memberships are decided by the VRA Council and not decided at the AGM. The Council can nominate people and they will solely decide on the application"

**Moved:** Bob Pedersen      **Seconded:** Peter Hulett      **Carried**

**The amended motion then becomes the Motion and was put and carried**

**(Note: This may require further consequential amendments to the Rules and By-Laws)**



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## 9.1

Garry Warrender spoke about the motion to change the structure of the Council.

**Moved:** Garry Warrender    **Seconded:** Bob Pedersen    **Carried**

**9.2 Moved:** Garry Warrender    **Seconded:** Peter Farley    **Carried**

**8.2 Moved:** Peter Farley    **Seconded:** Doug Chalmers    **Carried**

**10.1 Moved:** Garry Kay    **Seconded:** Ken Reither    **Carried**

## 11.1

A vigorous discussion took place regarding the current format of the membership form and the requirement to have a person nominate and second the nomination before a person can join the VRA. Both perspectives were presented with questions raised regarding having the 'wrong' type of character join the VRA. It was mentioned that the VRA now has a virtual club that people can join even if they are never going to shoot with the VRA. Local clubs are able to still have their own membership form or can charge higher range fees to those individuals that are not a member of their club. It was also noted that the VRA does not have the right to vet or judge whether people are of suitable character and that this was the role of Victoria Police when deciding on issuing a firearms licence.

A discussion also ensued regarding the transfer form and the need for clubs to maintain control over who joins or leaves their clubs. It was decided that the current format would remain for the transfer form when the VRA introduces electronic versions.

**Moved:** Garry Kay    **Seconded:** Craig Weaire    **Carried**

**12.1 Moved:** Garry Kay    **Seconded:** Danny Sandford    **Carried**

## 50-year Memberships

Garry Kay congratulated the below members on their 50-year membership. A certificate and medal will be posted to the below members.

Noel Edwards	Diamond Valley Upper Yarra RC
Chris Jolme	Castlemaine RC
James Keyte	Natimuk RC
Kenneth McLeod	Bacchus Marsh RC
Mike Rankin	Wangaratta RC

## Open Discussion

*Ross Jackson* discussed the options for changing the name of the NRAA. He believes that the NRAA is seen as a part of the NRA and that changing the name would be a good direction to take.

*Garry Warrender* then spoke about his concerns regarding lack of sponsorship from large organizations due to the fact we have the word rifle and shooting in our names. The challenge for the NRAA is to find a name that describes what we do without using those words. He believes we can make a name change and not lose our identity.

*David Williamson* spoke about his interactions with the minister of defense and that he believes we need to change our name to reflect who we are.



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*Albert van Wyk* said that a lot of good points have been raised and that we are not mainstream or publicly known. We need to build a strong brand and it has to be something that people can connect with. This is why the NRAA are considering the name change.

*Alex Brown* stated that it doesn't matter what we call ourselves and that at the end of the day we all shoot rifles and get down on the ground.

*Mark Sewell* was concerned that we are breaking ranks from other countries such as the NRA GB and how would that change look to those countries.

*Peter Farley* said that people only see the NRA and that the NRAA is unknown outside the shooting fraternity. It worries him that we have a similar name as the NRA.

*Phil Jonker* mentioned that SSAA is not changing their name and that whatever name you give the organization there is a risk that people will not know it.

*Peter Hulett* spoke about the name "NRAA" being too long and that it should be short and punchy like Shooting Australia. Sporting organizations that are progressive and moving forward all have two words in their name.

The members present at the meeting had a show of hands with the majority of members agreeing that the NRAA should change its name. All of the sentiments from the above discussion would be relayed to the NRAA at its upcoming AGM.

Meeting closed at 6.00pm

## ATTACHMENT 1

More detailed information concerning the Notice of Motion to VRA AGM to be held on Saturday 26th October 2019.

### Preamble to items 7 to 11

The VRA Council proposes a number of changes to the Rule and By-Laws. Some relate to the provision of Notice to member, where we propose the use of email as the primary means of communicating with members who have an email address, other are to change the structure of the Council to reflect 'good governance' as outline in the Australian Sports Commission governance documents. These changes to the Rules also removed the redundant transitional provision of the 2000 amendments and make other minor changes including Capitalisation of certain words and some changes to a different word.

**7.1 Proposed Changes to the Notice provisions in the Rules.** The 2013 AGM discussion identified the need to review the "Notice" provision of the Rules and By-Laws. There have been significant changes in the means of communications since the Rules were adopted in 1996. These proposed changes are to make electronic or email the primary means of communication with members. Email communications with most members will significantly reduce the work load in the office and reduce costs.

<p><b>21. NOTICE OF GENERAL MEETING (Rules existing)</b>            21.2 Notice may be :-            21.2.1 delivered by hand; or            21.2.2 sent by prepaid post to the address appearing in the register of Members; or            21.2.3 sent by facsimile or electronic transmission if the Member so requests.</p>	<p><b>21. NOTICE OF GENERAL MEETING (Proposed)</b>            21.2 Notice may be issued by being:-            21.2.1 delivered by hand; or            21.2.2 sent by prepaid post to the address appearing in the register of Members, where the member does not have an email address and request this in writing; or            21.2.3 sent by facsimile, if the Member so requests in writing; or            21.2.4 sent by electronic transmission to the email address in the register of Members.</p>	<p>MINOR clarifying changes to bring into line with modern communication methods are recommended at this time.</p>
<p><b>35. NOTICE OF COUNCIL MEETINGS (Rules)</b>            35.1 Written notice of each Council meeting shall be served on each Councillor by delivering it to him or by sending it by pre-paid post addressed to him at his usual or last known place of abode or if the Councillor requests, by facsimile or electronic transmission, at least five (5) Business Days before the date of the meeting.</p>	<p><b>35. NOTICE OF COUNCIL MEETINGS</b>            35.1 Written notice of each Council meeting shall be served on each Councillor by email, as recorded in the register of Members, or by sending it by pre-paid post addressed to him at his usual or last known place of abode or if the Councillor requests, by facsimile or electronic transmission, at least three (3) Business Days before the date of the meeting.</p>	<p>MINOR changes reflecting modern methods for communication are recommended at this time.</p>



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<p><b>49. NOTICES (Rules)</b>          49.1 Any notice that is required to be given to a Member, by on behalf of the Association, under these Rules may be given by :-          49.1.1 delivering the notice to the Member personally or to his address shown in the register of Members; or</p>	<p><b>49. NOTICES</b>          49.1 Any notice that is required to be given to a Member, by on behalf of the Association, under these Rules may be given by :-          49.1.1 delivering the notice to the Member personally or to his address shown in the register of Members; or</p>	<p>MINOR changes to reflect modern methods of communication are recommended at this time.</p>
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<p>49.1.2 sending it by prepaid post addressed to the Member at that Member's address shown in the register of Members; or          49.1.3 facsimile transmission, if the Member has requested that notice be given to him in this manner; or          49.1.4 electronic transmission, if the Member has requested that the notice be given to him in this manner.          49.2 Where an article is properly addressed, pre-paid and posted to a Member, the article shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the article would have been delivered in the ordinary course of post.</p>	<p>49.1.2 sending it by prepaid post, if the Member has no email address and has requested to receive notices by post in writing, addressed to the Member at that Member's address shown in the register of Members; or          49.1.3 facsimile transmission, if the Member has requested that notice be given to him in this manner; or          49.1.4 electronic transmission, to the email address listed in the register of Members.          49.2 Where an article was properly addressed and delivered in accordance with the register of Members, the article shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the article would have been delivered in the ordinary course of delivery.</p>	
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## 7.2 Consequential changes to By-Laws relating to Notice to Members

<p><b>4. NOTICES (By-Laws)</b>          4.2 Excepting notices relating to entrance fees and Annual Subscriptions, any notice sent to Members by the Association which is not required by the Rules to be given in accordance with Rule 49, may be given as set down in Rule 49 or published in, or included as an loose insert in, a Journal.</p>	<p><b>4. NOTICES</b>          4.2 Excepting notices relating to entrance fees and Annual Subscriptions, any notice sent to Members by the Association which is not required by the Rules to be given in accordance with Rule 49, may be given as set down in Rule 49 or published in, or included as an loose insert in, a Journal, or on the VRA web page or via electronic communications.</p>	<p>Significant changes recommended at this time.          to primary means of communication with Members</p>
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## 8.1 Changes to Rules relating to agenda of AGM to allow for appointment of Vice Patron(s) and appointment of Life Members

Recommended changes to the agenda of the AGM in both the rules and the By Laws to add specific reference to the appointment of Vice Patron or Vice Patrons to allow the VRA to recognise certain people in this Honorary Role and to allow the AGM is consider and approve the appointment of a person to the position of Life Membership of the Association in accordance with the Rules and By-Laws

<p><b>18. ANNUAL GENERAL MEETING</b>          18.6 The annual general meeting may elect a Patron who shall hold office until the next succeeding annual general meeting. The position of Patron shall be an office of honour in the Association.</p>	<p><b>18. ANNUAL GENERAL MEETING</b>          18.6 The annual general meeting may elect a Patron and/or Vice Patron(s) who shall hold office until the next succeeding annual general meeting. The position of Patron and Vice Patron shall be an office of honour in the Association.          18.7 The annual general meeting may elect a Member to Life Membership and/or to Honorary Life Membership of the</p>	<p>Minor changes at this time;          Add the option to elect one or more Vice Patrons          and          Include the election of Life Members to AGM Agenda.</p>
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	Association on recommendation of the Council, in accordance with the By Laws.	
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## 8.2 Consequential Changes to By-Laws

<p><b>APPENDIX D</b></p> <p><b>AGENDA FOR ANNUAL GENERAL MEETING</b></p> <ol style="list-style-type: none"> <li>1. Apologies and Announcements.</li> <li>2. Confirmation of minutes of previous annual general meeting.</li> <li>3. Confirmation of minutes of any special general meetings held since last annual general meeting.</li> <li>4. Reports of Chairman and Council including Councillor's portfolio reports.</li> <li>5. Treasurer's report and statements <b>under Section 30(3) of the Act.</b></li> <li>6. Election of one or more auditors.</li> <li>7. Election of Patron.</li> <li>8. Business on notice.</li> </ol>	<p><b>APPENDIX D</b></p> <p><b>AGENDA FOR ANNUAL GENERAL MEETING</b></p> <ol style="list-style-type: none"> <li>1. Apologies and Announcements.</li> <li>2. Confirmation of minutes of previous annual general meeting.</li> <li>3. Confirmation of minutes of any special general meetings held since last annual general meeting.</li> <li>4. Reports of Chairman and Council including Councillor's portfolio reports.</li> <li>5. Treasurer's report and statements <b>in accordance with the Act.</b></li> <li>6. Election of one or more auditors.</li> <li>7. Election of Patron <b>and/or Vice Patron(s)</b></li> <li>8. <b>Election of Members to Life Membership (if any).</b></li> <li>9. Business on notice.</li> </ol>	<p><b>Minor changes recommended</b> at this time.</p> <p>Section 30(4) of the reform act describes the business of the AGM. Section 71(2) of the reform act describes the annual financial reporting requirements. Multiple sections of the act must be referenced and this may change in future acts, therefore the document becomes robust by removal of specific references.</p> <p>Added Vice Patron(s) and Life Members to AGM agenda.</p>
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<p>30.2 Elections for Council shall be conducted by secret <b>postal</b> ballot, and the procedure for calling for nominations, conducting the ballot, undertaking the count and conducting recounts shall be as set out in By-Law 14.</p> <p>30.6 <b>Extra-ordinary</b> Council vacancies shall be filled by Council for the balance of the term of office of the Councillor concerned.</p> <p>30.7 <b>Subject to the provisions of Rule 55 :-</b></p> <p>30.7.1 <b>the Chairman and three ordinary</b> Councillors shall be elected for a period of two years; and</p> <p>30.7.2 <b>in alternate years the Deputy Chairman, Honorary Treasurer and three ordinary</b> Councillors shall be similarly elected for a period of two years.</p> <p>30.8 Subject to the provisions of Rules <b>55 and 30.6</b>, Councillors shall be elected for a period of two years and, subject to Rule 33, shall retire at the end of the relevant annual general meeting.</p>	<p>30.2 Elections for Council shall be conducted by secret ballot, and the procedure for calling for nominations, conducting the ballot, undertaking the count and conducting recounts shall be as set out in By-Law 14.</p> <p>30.6 Council vacancies shall be filled by Council for the balance of the term of office of the Councillor concerned, <b>not to exceed two years.</b></p> <p>30.7 <b>Subject to any transition arrangements, which arrangements are to be documented by council and published on the VRA website, the act and good governance guidelines :-</b></p> <p>30.7.1 <b>in 2019</b> four Councillors shall be elected for a period of two years; and</p> <p>30.7.2 <b>in 2020 and all subsequent years, three</b> Councillors shall be similarly elected for a period of two years;</p> <p>30.7.3 <b>At each election, at least one formally nominated female member of the association shall be elected to council;</b></p> <p>30.7.4 <b>Each year, the councillors will organise the council and elect from its membership the Chairman, Deputy Chairman and Honorary Treasurer at the first council meeting following the AGM.</b></p> <p>30.7.5 <b>A sitting chairman, who's normal term is not up for election, will remain the chairman until the council re-organises at the first meeting of council after the AGM. A sitting chairman, who's term is complete, will step aside at the conclusion of the AGM if not re-elected as a councillor;</b></p> <p>30.7.6 <b>Council will ensure gender balance is maintained in the makeup of the council in accordance with policy and good governance principles so far as possible.</b></p> <p>30.8 Subject to the provisions of Rule 30.6, Councillors shall be elected for a period of two years and, subject to Rule 33, shall retire at the end of the relevant annual general meeting.</p> <p>30.9 <b>Appointed Councillor terms may be for periods of 3-24 months and shall not exceed the normal term of an elected councillor (2 years). Council appointments are made with a person's experiences, skills and past performance as well as gender balance issues in mind.</b></p>	<p><b>Type of secret ballot need not be specified</b></p> <p><b>Council Structure arrangements require alteration</b></p> <p><b>REMOVE REFERENCE TO RULE 55.</b></p> <p><b>CHAIRMAN, DEPUTY CHAIR and TREASURER are not to be directly elected. Mandatory provisions of the good governance guidelines do not allow the election of these roles through general ballot of the members. The elected councillors must self-organise. There are time limits on continuous terms of service that must be observed.</b></p> <p><b>A separate working document for council self-assembly is under construction.</b></p>
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<p>30.9 All acts done in good faith by Council shall, notwithstanding the subsequent discovery of some defect in the election of any Councillor, be as valid as if such Councillor had been duly elected.</p>	<p>30.10 Councillors may stand for re-election (or be re-appointed) in continuous terms; however, may not remain continuously on council (in any combination of roles) for periods exceeding 10 years. Members having served a 2-year intermission from council are eligible for a further 10 years of continuous service.</p> <p>30.11 All acts done in good faith by Council shall, notwithstanding the subsequent discovery of some defect in the election of any Councillor, be as valid as if such Councillor had been duly elected.</p>	
<p>26. POLL AT GENERAL MEETINGS        26.2 A poll that is demanded on the election of a Chairman or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairman may direct.</p>	<p>26. POLL AT GENERAL MEETINGS        26.2 A poll that is demanded on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairman may direct.</p>	<p>Minor change recommended at this time.        A Chairman will no longer be elected by popular vote in accordance with the mandatory good governance requirements.</p>

## 9.2 Consequential Changes to By Laws relating to the Structure of Council with Nominations for Election to Council and voting procedure for elections.

<p>APPENDIX F        VICTORIAN RIFLE ASSOCIATION INC.        Reg. No. A13641H</p> <p><b>NOMINATION OF CANDIDATE FOR ELECTION AS A COUNCILLOR</b></p> <p>I, .....        (Name in Full - Please Print)        being a Member of the Victorian Rifle Association Incorporated hereby nominate:        of .....        (Name of candidate in Full - Please Print)        a Member of the .....        (Address)        Association and who is known to me as a candidate for the position of:        Chairman/Deputy Chairman/Treasurer/Ordinary Councillor        (Strike out words that do not apply)        at the forthcoming election of Councillors of the Association.        ...</p>	<p>APPENDIX F        VICTORIAN RIFLE ASSOCIATION INC.        Reg. No. A13641H</p> <p><b>NOMINATION OF CANDIDATE FOR ELECTION AS A COUNCILLOR</b></p> <p>I, .....        (Name in Full - Please Print)        being a Member of the Victorian Rifle Association Incorporated hereby nominate:        of .....        (Name of candidate in Full - Please Print)        a Member of the .....        (Address)        Association and who is known to me as a candidate for the position of        Councillor        at the forthcoming election of Councillors of the Association.        ...</p>	<p>Good Governance Guidelines Alignment: it is recommended to make changes such that individual roles are not specifically elected. The individuals positioned within council are to self-organise and fill the required roles as soon as possible after the AGM, or at the first council meeting after the AGM. This form will become available online within 2 years.</p>
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<p>APPENDIX G        PROCEDURE FOR ELECTIONS</p> <p><b>Voting Paper        Election Of Members Of Council</b></p> <p><b>Instruction 2 :-</b> Seal the completed ballot paper in the plain envelope provided and enclose the plain envelope in a second envelope on the back of which you have signed and printed your name - please note that if the voter cannot be properly identified the vote will be invalid. The completed ballot paper is to be delivered to:-        The Returning Officer        Victorian Rifle Association Inc.        3/17A-19 Industrial Avenue        HOPPERS CROSSING VIC 3029        no later than 12 noon on .....</p> <p><b>2. The Count</b>        2.3 If the ballot paper contains separate sections for various officers the validity of the vote for each section must be determined separately.        2.4 When ballots are being conducted for more than one office the count shall be conducted in the sequence (so far as is relevant at elections being conducted in any particular year) as follows:-        First Chairman,        Second Deputy Chairman,        Third Treasurer,        Fourth Ordinary Councillor.        Where a person is contesting more than one vacancy and is elected to a position in a ballot, the votes he receives as a candidate for any position later in the sequence of counting shall be dealt with in accordance with sub-Section 3.4 of this Appendix.</p>	<p>APPENDIX G        PROCEDURE FOR ELECTIONS</p> <p><b>Voting Paper        Election Of Members Of Council</b></p> <p><b>Instruction 2 :-</b> Seal the completed ballot paper in the plain envelope provided and enclose the plain envelope in a second envelope on the back of which you have signed and printed your name - please note that if the voter cannot be properly identified the vote will be invalid. The completed ballot paper is to be delivered to:-        The Returning Officer        Victorian Rifle Association Inc.        PO Box 5078        SANDHURST EAST PO, VIC 3550        no later than 12 noon on .....</p> <p><b>2. The Count</b>        2.3 DELETED.        2.4 In accordance with Section 3 of this appendix, a member may be elected as first, second, third or fourth preference in so far as Rule 30.7.3 allows.</p>	<p>Good Governance Guidelines Alignment: it is recommended to make changes such that individual roles are not specifically elected. .</p> <p>Update Address</p> <p>Election of councillors will be by way of the preferential system. However, if one or more female members are nominated for council, at least one of those female members will be elected to Council even if the preferential system has not enabled them to accrue enough votes to be elected outright.</p>
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## 10.1 Removal of redundant transitional provisions and references to Clause 55 where appearing in the Rules.

Rule 55 no longer serves a purpose in the document and it is recommended that the rule be removed from the document,

Original Text	Suggested Text	Change Description / Reasoning
INDEX RE SCHEDULE OF THE ACT	INDEX RE SCHEDULE OF THE ACT	
D. The name, constitution, membership and powers of the committee - Rules 29 - 40 inclusive <b>and Rule 55</b> . ...	D. The name, constitution, membership and powers of the committee - Rules 29 - 40 inclusive.	
<b>4. DEFINITIONS.</b> 4.10 "Club" and "Clubs" means any and all Clubs approved by Council from time to time pursuant to Rules 7 <b>and 55.9</b> and affiliated with the Association for the purpose of persons qualifying to be Members of the Association under Rules 5.1 and 5.10 and being the Clubs set out in the register of Clubs pursuant to Rule 10.2;  4.21 "North Central Electorate", "North East Electorate", "North West Electorate", "South Central Electorate", "South East Electorate" and "South West Electorate" mean the Members who are members, as at the adoption of these Rules, of the respective Clubs listed in Schedule 1;  4.24 "Schedule 1" means the schedule annexed to these Rules which contains the list of Clubs and electorates of the Association as at the adoption of these Rules;	<b>4. DEFINITIONS.</b> 4.10 "Club" and "Clubs" means any and all Clubs approved by Council from time to time pursuant to Rule 7 and affiliated with the Association for the purpose of persons qualifying to be Members of the Association under Rules 5.1 and 5.10 and being the Clubs set out in the register of Clubs pursuant to Rule 10.2;  4.21 DELETED  4.24 DELETED;	<b>MINIMAL VARIATION</b>  <b>REMOVE REFERENCE to RULE 55.</b>  <b>DELETED as no longer relevant with no electorates used in the current or future system.</b>  <b>DELETED as no longer relevant with no electorates used in the current or future system.</b>
<b>7. APPROVAL/AFFILIATION OF CLUBS</b> 7.2 <b>Subject to Rule 55.9</b> a shooting club must not be approved for affiliation with the Association unless :- 7.2.1 it applies for affiliation in accordance with Rule 7.3; and 7.2.2 its affiliation is approved by either the Executive Officer or the Council.	<b>7. APPROVAL/AFFILIATION OF CLUBS</b> 7.2 <b>Pursuant to Rule 7.6</b> , a new shooting club must not be approved for affiliation with the Association unless :- 7.2.1 it applies for affiliation in accordance with Rule 7.3; and 7.2.2 its affiliation is approved by either the Executive Officer or the Council.	<b>MINIMAL changes recommended</b> subject to rule 55 and all it subclauses being automatically redundant per rule 55.10. <b>VARY RULE 7.2</b> , aspects now being redundant according to 55.10.
<b>10. REGISTERS OF MEMBERS/CLUBS/ASSOCIATES</b> 10.2 The Executive Officer shall keep and maintain a register of Clubs affiliated with the Association pursuant to Rules 7 <b>and 55.9</b> containing:-	<b>10. REGISTERS OF MEMBERS/CLUBS/ASSOCIATES</b> 10.3 The Executive Officer shall keep and maintain a register of Clubs affiliated with the Association pursuant to Rule 7 containing:-	<b>MINIMAL changes recommended</b> subject to Rule 55.10. <b>Remove reference to rule 55.9.</b>
<b>55. TRANSITION ARRANGEMENTS</b> 55.1 <b>This Rule 55 shall govern the procedure for transition from the Rules which applied to the structure of Council and the appointment and election of Councillors immediately prior to the adoption of these Rules, to the</b>	<b>55. TRANSITION ARRANGEMENTS</b> 55.1 DELETED. 55.2 DELETED. 55.3 DELETED. 55.4 DELETED.	<b>DELETE in accordance with 55.10. changes are recommended</b> at this time.



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<p>structure of Council and the election of Councillors which applies following the adoption of these Rules.</p> <p>55.2 The Chairman elected in elections held in 2000 prior to the annual general meeting shall take office at the conclusion of the annual general meeting in 2000 and shall remain in office until the close of the annual general meeting in 2002.</p> <p>55.3 The three Councillors elected to represent the South-East Electorate, the North-Central Electorate and the North-East Electorate in elections held in 2000 prior to the annual general meeting shall take office at the conclusion of the annual general meeting in 2000 and shall hold office representing all Members entitled to vote until the close of the annual general meeting in 2002.</p> <p>55.4 The Chairman and Councillors retiring at the close of the annual general meeting in 2002 shall be eligible for re-election in elections conducted to fill those forthcoming vacancies, which elections are to be held in 2002 prior to the annual general meeting and in accordance with the relevant provisions of Rule 30 and shall hold office in accordance with sub-Rule 30.7.1.</p> <p>55.5 The President elected to office at the annual general meeting in 2000 shall assume the office of Deputy Chairman on the day following that meeting representing all Members entitled to vote and shall hold office until the conclusion of the annual general meeting in 2001, and shall be eligible for re-election. The office of President shall be abolished on the day following the annual general meeting in 2000.</p> <p>55.6 The Honorary Treasurer in office at the conclusion of the annual general meeting in 2000 shall remain in office until the conclusion of the annual general meeting in 2001, and shall be eligible for election as a Councillor in accordance with Rule 55.8.</p> <p>55.7 The Councillors representing the North-West Electorate, the South-West Electorate and the South-Central Electorate in office at the conclusion of the annual general meeting in 2000 shall hold office representing all Members entitled to vote until the close of the annual general meeting in 2001, and shall be eligible for re-election as Councillors in accordance with Rule 55.8.</p> <p>55.8 The Deputy Chairman, Honorary Treasurer and the three Councillors retiring at the close of the annual general meeting in 2001 shall be eligible for election as Councillors in elections conducted to fill those</p>	<p>55.5 DELETED.          55.6 DELETED.          55.7 DELETED.          55.8 DELETED.          55.9 DELETED.</p> <p>55.10 The provisions of this Rule 55 shall cease to apply with effect from the day following the annual general meeting of the Association held in 2002.</p>	
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<p>forthcoming vacancies, which elections are to be held in 2001 prior to the annual general meeting and in accordance with the relevant provisions of Rule 30 and they shall hold office in accordance with sub-Rule 30.7.2.</p> <p>55.9 Each Club of which one or more Members are members at the time of adoption of these Rules shall be deemed to have been approved by Council at that time as a Club for the purposes of Rules 5.1 and 5.10. For the avoidance of doubt, the Clubs referred to in Schedule 1 shall be affiliated with the Association and approved by Council at the time of adoption of these Rules.</p> <p>55.10 The provisions of this Rule 55 shall cease to apply with effect from the day following the annual general meeting of the Association held in 2002.</p>		
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### 11.1 Proposed changes to the Membership Application Form and the Transfer of Member Form

The VRA Council proposes to replace the Membership Application Form and the Transfer of Member Form with a Council Approved on-line application form. The forms will be changes as soon as possible in preparation for an online membership form.

Insert the following before the start of the Appendix section

In what follows there are aspects of the commonly used VRA forms that will need to lapse within the coming review cycle. Appendixes A, B and F are required to become electronic forms within the coming 2 years. It is therefore proposed that:  
 "Appendixes A, B, F be accepted as presented below; however, after 2 years from the date of publication of the updated BYLAWS, or after the publication of the replacement forms on the internet, whichever is sooner, these appendixes will lapse and be no longer current. The correct forms will be located electronically on the VRA website."

<p><b>APPENDIX A</b></p> <p>VICTORIAN RIFLE ASSOCIATION INC,          Reg. No. A13641H</p> <p><b>APPLICATION FOR MEMBERSHIP</b></p>	<p><b>TO BE REPLACED WITH AN ELECTRONIC FORM</b>          As approved by Council</p> <p>Appendix A – Application for Membership to be removed and replaced with a Council approved on line form</p>	<p>MAJOR changes are considered necessary within 12 months.</p> <p>Persons without access to the electronic form are asked to first seek assistance from club members for help completing the form online and, due to limited resources, the VRA may be able to provide assistance in a minority of cases.</p>
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<p><b>APPENDIX B</b></p> <p>VICTORIAN RIFLE ASSOCIATION INC. Reg. No. A13641H NOTICE OF CHANGE OF CLUB</p>	<p><b>TO BE REPLACED WITH AN ELECTRONIC FORM</b></p> <p>Appendix B – Notice of Change of Club to be replaced by a Council Approved on-line form within next two years</p>	<p>Will need to be updated once the membership form is activated on line.</p>
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12.1 Other recommended changes to the Rules including a change to certain terms, capitalization of certain words, specific words to better reflect the intent of a clause and to clarify the intent of a clause.

<p><b>9. FEES</b> 9.9 No Member shall be entitled to receive notice of a general meeting and/or voting papers for an election unless the Association has received, <b>not less than five (5) Business Days before the date on which the relevant notices of meeting and/or voting papers are despatched to those entitled to receive them</b>, all amounts due to it by the Member under these Rules. 9.10 No Member shall be entitled to vote at a general meeting unless the Association has received, <b>not less than five (5) Business Days before the advertised date for that general meeting</b>, all amounts due to it by the Member under these Rules.</p>	<p><b>9. FEES</b> 9.9 No Member shall be entitled to receive notice of a general meeting and/or voting papers for an election unless the Association has received, <b>not less than five (5) Business Days before the date on which the relevant notices of meeting and/or voting papers are despatched to those entitled to receive them</b>, all amounts due to it by the Member under these Rules. 9.10 No Member shall be entitled to vote at a general meeting unless the Association has received, all amounts due to it by the Member under these Rules.</p>	<p><b>MINIMAL changes recommended</b> subject to applicable Act for Incorporation.</p> <p>This rule is not specified within the act; however, provides a mechanism for controlling voting rights.</p> <p>The Act is specific in that a financial member of a club/society/association is entitled to exercise their rights. A member may become financial immediately before a vote is cast.</p>
<p><b>13. DISCIPLINE/SUSPENSION/EXPULSION OF MEMBERS/ASSOCIATES</b> 13.6 A Member or Associate who has been expelled shall not be eligible to <b>rejoin</b> the Association without the express permission of the Council.</p>	<p><b>13. DISCIPLINE/SUSPENSION/EXPULSION OF MEMBERS/ASSOCIATES</b> 13.6 A Member or Associate who has been expelled shall not be eligible <b>for membership</b> of the Association without the express permission of the Council.</p>	<p><b>MINIMAL changes recommended</b> at this time.</p> <p><b>FOR CLARITY, the term <u>rejoin</u> is replaced with consistent terminology.</b></p>
<p><b>19. SPECIAL GENERAL MEETINGS</b> 19.3 The Council shall, on the <b>requisition</b> in writing of not less than two and one half percent (2.5%) of the membership convene a special general meeting. 19.4 The <b>requisition</b> for a special general meeting shall :- 19.4.1 state the object of the meeting; and</p>	<p><b>19. SPECIAL GENERAL MEETINGS</b> 19.3 The Council shall, on the <b>request</b> in writing of not less than two and one half percent (2.5%) of the membership convene a special general meeting. 19.4 The <b>request</b> for a special general meeting shall :- 19.4.1 state the object of the meeting; and 19.4.2. be signed by the Members making the <b>request</b>; and</p>	<p><b>MINIMAL changes recommended</b> at this time.</p> <p><b>Terminology variation for consistency where no property use is claimed.</b></p>
<p>19.4.2. be signed by the Members making the <b>requisition</b>; and 19.4.3 be sent to the Executive Officer. The <b>requisition</b> may consist of several documents in a like form, each signed by one or more Members making the <b>requisition</b>. 19.5 If Council does not cause a special general meeting to be held within 60 days after the date on which the <b>requisition</b> was sent to the Executive Officer, the Members making the <b>requisition</b>, or any of them, may convene a special general meeting to be held not later than 120 days after the date on which the <b>requisition</b> was sent to the Executive Officer.</p>	<p>19.4.3 be sent to the Executive Officer. The <b>request</b> may consist of several documents in a like form, each signed by one or more Members making the <b>request</b>. 19.5 If Council does not cause a special general meeting to be held within 60 days after the date on which the <b>request</b> was sent to the Executive Officer, the Members making the <b>request</b>, or any of them, may convene a special general meeting to be held not later than 120 days after the date on which the <b>request</b> was sent to the Executive Officer.</p>	
<p><b>32. COUNCIL VACANCIES</b> 32.8 without the consent of Council or a general meeting holds any office of profit under the Club; or</p>	<p><b>32. COUNCIL VACANCIES</b> 32.8 without the consent of Council or a general meeting holds any office of profit under the <b>Association</b>; or</p>	<p><b>Minor change recommended</b> at this time.</p>
<p><b>36. QUORUM AT COUNCIL MEETINGS</b> 36.1 The quorum required before business can be transacted at a Council meeting shall be not less than one half of the Councillors.</p>	<p><b>36. QUORUM AT COUNCIL MEETINGS</b> 36.1 <b>Noting the special provision of Rule 34.2</b>, the quorum required before business can be transacted at a Council meeting shall be not less than one half of the Councillors. 36.1.1 <b>Special meetings of the council must include at least two office bearers (chairman, deputy chairman, honorary treasurer).</b></p>	<p><b>Nominal changes recommended</b> at this time. Rule 34.2 already allows for special council meetings to have 4 out of 9 councillors to convene.</p> <p>Quorum of Special meetings of the council must include two of the formal office bearers.</p>