



CCF VICTORIA LTD

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19/07/2023

Dear Contractor Member,

Nomination for Member-appointed directors of Civil Contractors Federation Victoria Limited (Company)

In accordance with the Company's Constitution, Contractor Members are requested to nominate suitable candidates for the position of director of the Company.

Pursuant to rule 8.1 of the Company's Constitution, the Company's Board of directors must consist of at least 3 but not more than 7 directors to be elected under rule 8.2.

Rules 8.2 and 8.3 of the Company's Constitution state:

- any two eligible Members may nominate an eligible individual as a candidate for election;
- to be eligible for election as a director, an individual must be a Contractor Member or an authorised representative of a Contractor Member;
- if only the required number of nominations to fill any vacancy is received (i.e. 3-7 eligible persons), those eligible candidates nominated will automatically be elected unopposed;
- if more than the number of nominations to fill any vacancy is received, an election must be held by a secret postal ballot using a process approved by the Board;
- the voting system used to elect the directors will be a 'first past the post' system, with the candidates receiving the highest number of votes being elected in progressive order until all vacant positions are filled, with all informal or illegible votes being disregarded; and
- the result of the ballot will be declared by the Chair during an annual general meeting held during an election year.

It is important to note that, pursuant to rule 4.2(c) of the Company's Constitution, Associate Members are not eligible for election as a director, and have no right to nominate a candidate for directorship or vote.

If the eligible nominations received by the Company exceed the maximum number of vacancies, Contractor Members will receive further correspondence requesting they vote by way of secret postal ballot to appoint Member-appointed directors of the Company.

The outcome of the voting process to appoint Member-appointed directors will be notified to all Members at the Company's AGM by the Chair of the Board. The AGM will be held on the 13th September 2023. Further information regarding the AGM will be made available to you closer to that date.



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I have **attached** a nomination form for Contractor Members to nominate a candidate for director of the Company. When you complete the form, please request your nominee provides a short overview summarising their relevant experience and skills in connection with their nomination. If a secret ballot process is required to be undertaken, this summary will be provided to Contractor Members to assist in the voting process.

As set out above, only Contractor Members or authorised representatives of Contractor Members are eligible for nomination as directors. If you wish to nominate an authorised representative as director but have not yet appointed this person to represent you to the Company pursuant to rule 4.4(b) of the Company's Constitution, you must provide notification to the Company of your nominated representative through the Member portal on the Company's website prior to the receipt by the Company of your nomination of that person as director. Your nominated representative must consent to their nomination in accordance with the Company's Constitution.

If you have previously appointed an authorised representative to represent you to the Company pursuant to rule 4.4(b) but wish to notify the Company of a change to your representative under rule 4.6(b) of the Constitution to enable a new representative to be nominated as director, you must provide notification to the Company of the change to your nominated representative through the Member portal on the Company's website prior to the receipt by the Company of your nomination of that person as director. Your nominated representative must consent to their nomination in accordance with the Company's Constitution.

Please provide your completed nomination form to ndimarco@ccfvic.com.au **before 5pm on 18th August 2023.**

Yours faithfully,

John Plumridge
Company secretary



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