Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: The Chief Executive, Local Government NSW (or their nominee, Isaac Mann)

**SUBSTITUTE DELEGATE FORM – CONFERENCE MOTIONS**

**(2023 Local Government NSW Annual Conference)**

This is to advise that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*INSERT THE NAME OF DELEGATE BEING REPLACED*]

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*INSERT THE NAME OF THE COUNCIL OR ORGANISATION*]

has had to leave the Conference and will be replaced by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*INSERT NAME OF THE SUBSTITUTE DELEGATE*]

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Mayor / General Manager / Chairperson / Chief Executive)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **OFFICE USE ONLY:** | (Yes) | (No) |
| Is the substitute Delegate an elected member (Councillor) of a financial Ordinary member, or a member of the Board of a financial Associate member? | [ ]  | [ ]  |
| Has this form been signed by either the Mayor or General Manager of the Council, or in the case of an Associate member, by the Chairperson or Chief Executive of that entity? [see rule 34(b)] | [ ]  | [ ]  |
| Has the voter card of the Delegate to be replaced been returned?[The returned voter card is to be re-issued to the substitute Delegate *AFTER* the substitute Delegate has agreed in writing to LGNSW’s Policy: “*Electronic Voting Units – Policy for Use at LGNSW Conferences*”. | [ ]  | [ ]  |
| Has the substitute Delegate signed and returned the form “*Electronic Voting Units – Policy for Use at LGNSW Conferences*”? | [ ]  | [ ]  |