



## **CHARTER FOR THE BOWLS MANAGEMENT COMMITTEE**

### **1. STRUCTURE**

- 1.1 The Bowls Management Committee (the Committee) has the overarching responsibility for the game of bowls in Western Australia.
- 1.2 All meetings of the Committee shall be called by the Chairman on an as needed basis, provided that the committee shall meet at least four times during each Association year.
- 1.3 The Committee shall operate from the first scheduled meeting following the Bowls WA Annual General Meeting in each year.
- 1.4 The Chairman shall be a Director of Bowls WA, who shall only be entitled to a casting vote.
- 1.5 The Committee of (10) shall consist the following members:
- The Chairperson who shall be a Director of Bowls WA,
  - Chairperson of the Country Committee,
  - A representative of the Greens & Infrastructure Committee,
  - A representative from the Fixtures & Events Committee,
  - A representative of the Umpires Committee,
  - A representative of the High Performance & Coaching Committee.
  - Two duly elected/appointed representatives (men) and two duly elected representatives (women).

### **2. ELECTION PROCEDURES – CLUB REPRESENTATIVES**

- 2.1 The Association will call for nominations for the eight representatives of metropolitan clubs at least sixty (60) days prior to the Annual General Meeting,
- 2.2 Nominees must be nominated and seconded by club members, endorsed by the Executive of their Home Club and signed by the nominee.
- 2.3 A maximum of one member of each gender per club can be elected/appointed to the Committee.
- 2.3.1 Should an elected member seek to transfer to a club where there is already an elected member of the same gender, the two members in question would come to agreement as to which member would resign. If no agreement was reached the elected member transferring would be required to resign.

**2.3.2** If by way of resignation or any other situation a casual vacancy occurs of an elected representative, the Board shall have the power to appoint a replacement until the next election.

**2.4** Nominations shall close thirty five (35) days prior to the Annual General Meeting.

**Should nominations exceed the number of positions available:**

**2.5** Nominations will be sent to clubs not more than ten (10) working days after the closing date with supporting documentation and ballot papers.

**2.6** Every affiliated metropolitan club is entitled to one vote and this shall be cast by post and received by the close of business seven (7) days prior to the Annual General Meeting.

**2.7** The successful appointees will be those nominees who received the most votes from clubs.

**2.8** If there are insufficient nominees to fill the positions available, the Board will appoint representatives to fill the vacancies while maintaining gender balance of two men and two ladies.

**Committee Meetings**

**2.9** If unable to attend in person, members of the Committee must nominate a proxy representative to attend and vote at meetings in their place.

**2.10** A quorum shall consist of 50% + 1 of the representatives and each representative will be entitled to one deliberate vote.

**2.11** Members of the Committee are required to acknowledge that they have been selected to act in the best interests of the sport at all times.

**2.12** Members must declare a Conflict of Interest where appropriate.

**3. OBJECTIVES**

**3.1** To act as an advisory body to the Bowls WA Board on all matters pertaining to the game of bowls at all levels and to deliberate on and make recommendations to the Board from submissions received from the Operational and Country Committees. If any recommendation requires a change in Bowls WA policy, then the proposal must also be referred to the Governance & People Development Committee for consideration.

**4. RESPONSIBILITIES**

**4.1** Deliberate on and make decisions on bowls matters from submissions received.

**4.2** Review all Field of Play Rules annually and where appropriate make decisions to govern Association events, including pennants, so long as they comply with Bowls Australia regulations and the Laws of the Game.

**4.3** Inform the appropriate committees of any changes in Field of Play Rules.

**4.4** Ensure the Board is kept apprised of all matters pertaining to bowls and provide recommendations as required.

**4.5** To hear Appeals on Operational Committee decisions as set out in Rule 19 of the General Conditions.

## **5. REPORTING**

**5.1** The Chairman of the Committee shall ensure that any proposals or recommendations are received in writing at least (7) working days prior to the scheduled meeting.

**5.2** Upon approval by the Committee any proposal or recommendation received shall be forwarded to the Board for ratifying at least (5) working days prior to the next scheduled Board meeting.

**5.3** If the Committee does not support a proposal or recommendation forwarded to it, it will respond in writing to that body which forwarded the proposal, outlining its reasons.

**5.4** Following the rejection of a proposal or recommendation, the Committee can hear resubmissions, but only if additional supporting information relevant to the decision can be supplied.

**5.5** The Chairman of the Committee shall provide a report to the Board for each Board meeting.

## **6. ADMINISTRATION**

**6.1** A member of the Bowls WA staff will act as the minute secretary of the Committee.

**6.2** The agenda will be sent out to members of the Committee, with all supporting documentation including proposals at least (7) working days prior to the scheduled meeting.

**6.3** Minutes of the meeting will be ratified by the Chairman of the Committee prior to their publication on the Bowls WA website.

## **7. APPEALS**

Any administrative decision by a Bowls WA Committee, fine or administration fee imposed, may be appealed to the Bowls Management Committee. (See Section 19 – BWA General Conditions).

Should the full committee not be due to convene within ten (10) working days of the receipt of the appeal, the Chairman would select two (2) men and two (2) ladies who in addition to him/herself would hear the appeal. The selection of the committee by the Chairman would be on a rotational basis.

Version:	Date:	Approved:	Implementation:	Distribution:
Version 2	9 July 2012			
Version 3	17 September 2012	Board meeting		
Version 4	23 October 2012			
Version 5	14 February 2013			
Version 6	24 July 2017	Board Meeting	Immediate	Board, Committee, Weebbsite
Version 7	30 October 2017	Board Meeting		Board, BMC, Website
Version 8	26 March 2018	Board Meeting	Immediate	Board & Website, Governance File