

A Guide to Appointment a New Grazings Committee

- The shareholders in attendance shall appoint one of their number to chair the meeting.
- The Shareholders should also agree as to who will take a minute of the meeting.
- Only the shareholders (or their proxy) who hold a share in the Common Grazings on the day of the meeting may take part in the process of appointing a new Grazings committee.
- If it is desired by the shareholders, a non-shareholder can be appointed to as a committee member and an office bearer. This provides an opportunity to include people who can add useful skills or knowledge to the new Grazings committee.
- Any registered shareholder at the time of the meeting may nominate a proxy to represent them at the meeting if they are unable to attend.
 - The proxy should be in writing, clearly stating the intent that the person nominated will represent the shareholder at that specific meeting.
 - The proxy should be handed to whoever is Chairing the meeting and then passed to the new Clerk to retain in the records.
 - The proxy should also confirm if the shareholder is willing to serve on the Committee if appointed.
- The Chairperson will invite the shareholders to decide on the number of individuals who will form the Committee.
 - If there are different suggestions, then the shareholders should vote on the matter to decide.
 - Each shareholder has one vote irrespective of their shareholding.
- The Chairperson should then begin the appointment process until the agreed number has been achieved. It can be by any of the following methods:

Election, rotation, nomination, or volunteering.

If there are more people nominated than the number of committee places agreed, the agreed process from the above selection should be used and noted in the minutes.

Note: It is important all members provide their consent to serve on the new Grazings committee.

- Once the committee members are decided, it is then the responsibility of the new committee members to decide on who will be the new Grazings clerk.
There is an option for a non-committee member (and who may not necessarily be a shareholder either) to be appointed as the Grazings clerk.
- It is good practice for the new Grazings committee to also appoint a Chairperson for the Committee
- Normally the Clerk deals with finance and record keeping but the Committee may appoint a treasurer if desired.