

Timeline for critical Election, AGM and Symposium tasks

AGM date is Wednesday, 6 May 2026

Step	Action	* Task Owner Action by	Days prior to the AGM	Must be completed by	Weeks Prior	Publish on Web & SH
1	Appoint Federation Returning Officer & confirm which Regional Reps are retiring	FNZSS Committee		Sun 1 Feb 2026		
2	Issue Annual survey to Member Societies	FNZSS Committee	80	Sun 15 Feb 2026	11.3	
3a	Finalise and Publish this timetable on web	FRO	77	Wed 18 Feb 2026	11	Yes
3b	Call for nominations (incl nomination form) sent to Member Societies	FRO	77	Wed 18 Feb 2026	11	
3c	Formal notice of AGM and request for Notices of Motion sent to Member Societies	Secretary	77	Wed 18 Feb 2026	11	Yes
	Seek nominations from within their membership and/or identify potential candidates in Region Select nominees (Regional Rep and/or Chair) and forward completed nomination form/s (incl seconder and completed candidate consent form) to FRO	Member Soc Committees	<i>Can start <u>before</u> FRO calls for nominations</i>			
4a	Closing date for nominations (Regional Rep and Chair)	FRO	63	Wed 4 Mar 2026	9	
4b	Closing date for receipt of Committee and Member Soc notices of motion	Member Soc Committees	63	Wed 4 Mar 2026	9	
5	Consider and accept Notices of Motion	FNZSS Committee	57	Tue 10 Mar 2026	8.1	
6a	Circulate nominations to Member Societies and, if required, advise dates for the "Meet the Candidates" meetings. Advise tentative date for second meeting if voting results in a tie	FRO	56	Wed 11 Mar 2026	8	
6b	Circulate AGM Agenda and Notices of Motion to Member Societies	Secretary	56	Wed 11 Mar 2026	8	Yes
7	Attend "Meet the Candidate" meetings	Member Soc Committees	Date advised in 6a above			
7a	Deadline to Submit Annual Survey	Member Soc Committees	52	Sun 15 Mar 2026	7.3	
7b	Issue membership fee invoices	FNZSS Committee	51	Mon 16 Mar 2026	7.2	
8a	Online ballot links sent to Member Societies	FRO	42	Wed 25 Mar 2026	6	
8b	Symposium Flyer and Attendance Registration Form sent out	Secretary	42	Wed 25 Mar 2026	6	Yes
8c	Deadline to pay FNZSS membership fee (required to be eligible to vote at AGM)	Member Soc Committees	35	Wed 1 Apr 2026	5	
9	Determine candidate to vote for and submit ballot for Regional Rep by closing date for ballots	Member Soc Committees	28	Wed 8 Apr 2026	4	
10a	Tabulate result of the Regional Representative ballot/s and advise the Secretary and the FNZSS Committee. Disseminate results to Member Societies	FRO	21	Wed 15 Apr 2026	3	
10b	AGM agenda/papers disseminated to Member Societies	Secretary	21	Wed 15 Apr 2026	3	
11	Cutoff for Registrations & Delegate names	Member Socs	10	Sun 26 Apr 2026	1.3	
12a	Election process approved by AGM vote Regional Rep results notified and ratified by AGM.	Member Soc Delegates	0	6 May 2026		AGM
12b	Election of Chair at AGM					
12c	New Committee appointments take effect	FNZSS Committee				
13	FRO provides Secretary with officer consent forms of successful candidates (from Nominaion Forms)	FRO	-7	Wed 13 May 2026	-1	

* Legend

FNZSS Committee = SeniorNet Federation Management Committee

FRO = Federation Returning Officer

Member Soc (Committee/Delegate) = Member Society/Learning Centre (Committee/Delegate)

Secretary = FNZSS Federation Secretary