



FIRST CONFERENCE CIRCULAR

1. ABOUT THE CONFERENCE

The Annual Conference of the Nature Conservation Council of NSW (the Conference) is an opportunity for all member groups to come together to reflect, connect and learn.

Presentation of NCC's annual report and the election of directors will take place during the first portion of the Conference, followed by delegate consideration of submitted motions. Afternoon conference sessions will include inspiring speakers, campaign updates and practical workshops.

The Conference is conducted according to the 2024 NCC Constitution (the Constitution) and NCC's standing orders. The Constitution is available on the NCC website [here](#). The standing orders for the meeting will be circulated with the business papers.

Voting delegates may attend and participate in the Conference in-person or by proxy, in compliance with section 3.3 of this Circular, to cast votes.

During the Conference and over the following months, the Board will consider with Member Groups how we will proceed with remote participation and delegate voting in the formal elements of the NCC Conference. Following consultation, online participation in the Conference will be facilitated at future conferences.

2. IMPORTANT DATES

Saturday 2 August 2025: Annual conference notification

Clause 13(a) of the 2024 Constitution requires that NCC give at least 77 days preliminary notice of the anticipated date of the Annual Conference. This circular serves as that notice.

11:59pm AEST Saturday 6 September 2025: Member Group motions



Final date for lodgement of member group motions, per Clause 15(b) of the Constitution i.e. 42 days before the date of the annual conference.

11:59pm AEST Thursday 18th September 2025: Board nominations

Lodgement of nominations for the board election are due. The deadline for board nominations is 30 days before the annual conference, as per Clause 19(b)(i) of the Constitution.

Saturday 27th September 2025: Conference papers

Full conference details and papers will be circulated to member groups, including motions, nominees for the Board and meeting standing orders (Clauses 13(a) and 19(b) of the Constitution).

Conference papers will be sent to each member group's primary email address.

Thursday 9th October 2025: Information session

We will hold an online Member Group information session via Zoom to help members familiarise with meeting processes.

Monday 13th October 2025: Registration information

We encourage completion of registration for the Conference by this date and voting delegates to register their attendance and confirm their status as delegates prior to this date.



3. DELEGATES AND VOTING

3.1 Entitlement

(a) Financial: A member body's entitlement to (voting) delegates is based on its membership status and its number of members. Membership fees were due by the 31st of July 2025. To participate in the Conference, groups must be financial members as at the 1st of October 2025 unless a full and satisfactory explanation is given to the Board (Section 6(h) of the Constitution).

Please contact us as soon as possible if you are unsure of your membership status.

(b) A Full member body is entitled to send:

Member group size	Delegates	Total votes for Member Group
Member group with fewer than 100 members	1	1
Membership between 100 and 500 people	2	2
Membership greater than 500 people	3	3

(c) Associate Members are entitled to send one delegate with one vote.

3.2 Notification of delegate(s)

Delegates are encouraged to [register online](#) as soon as practicable for a conference ticket. Upon purchase of a ticket, a delegate declaration form will be sent to those who purchase a delegate ticket. Please complete the online [delegate declaration form](#) to complete your registration to take part in the Conference.

If you require support to complete the online form, please contact ncc@nature.org.au or 02 9516 1488.

Member groups are requested to register for the conference **no later than Monday 13th October 2025**. Please register online and advise the names of your delegates by returning the online delegates declaration form. Early registration is encouraged.

To register, visit [this link](#). If you require support, phone (02) 9516 1488.

3.3 Proxy Delegates



Where a member body is unable to send delegates to the Conference, it may appoint proxy delegates in writing, notifying the Returning Officer via NCC, of its intention before the commencement of the Conference. The Returning Officer will ensure the proxy delegate is identified as such and enabled to cast votes during the Conference.

Where a member body is entitled to send more than one delegate to the Conference but is unable to do so, those of its delegates attending shall be entitled to exercise by proxy the votes of their absent colleagues up to the full entitlement of that member body (clauses 14 (a) - (c) of the Constitution).

The Chairperson is entitled to a second or casting vote.

Member groups must register their proxy delegates using [this form](#). We request that registration of proxy voters is done prior to COB **13th October 2025**, as this will allow sufficient time to process all proxy appointments and allow the Conference to start on time and remain on schedule.

3.4 Limit on number of votes

Despite the above, no individual may have more than two votes (Clause 14 (d) of the Constitution).

4. OBSERVERS

Observers are welcome at the Conference, online and in person. Observers are not entitled to speak on matters at the Conference. Observers, as are all attendees, are subject to the [NCC Code of Conduct](#).

5. MOTIONS

5.1 Lodgement of member group motions

Motions for discussion at the Conference **MUST** be lodged in writing by 11.59pm AEST **Saturday 6th September 2025** (Clause 15 (b) of the Constitution).

Member groups must ensure that their motions are submitted on time, otherwise they may not be considered by the Conference.

The Board reserves the right to edit motions to bring them into line with the format provided by the online form and will consult the mover should any significant change be desirable.



Send your motions by completing [this form](#). If you have any questions, or require support to complete the form, please contact the NCC team on 02 9516 1448.

5.2 Effective motions

Please consider how your motion might be most effective in your campaign context. The conference is an opportunity to receive formal endorsement from the NCC membership network for an issue important to your member group. These motions may relate to strategic environmental and climate issues which affect members state-wide, or they may be significant local issues.

The NCC team will work with member groups to make motions as meaningful and useful as possible, including:

- If more than one group submits a similar motion, we will work with the groups toward making a single joint motion.
- If NCC has already acted on or taken the position of a submitted motion, we will work with the member group to amend their motion as appropriate.
- Motions that repeat past Conference resolutions may be referred back to the member group for reconsideration. Previous Conference minutes are accessible [here](#).

If your motion is for a letter to be sent by NCC, the [online form](#) will provide the template for that letter.

If your motion is better represented with a segment during the conference 'Member Group Updates' session, NCC staff will work with you to prepare for that.

Please note that the Conference is not the only opportunity for NCC to provide support and promote member group campaigns issues throughout the year, and if you have any questions regarding the utility of this process for your member group's advocacy, please get in touch.

5.3 Late & Amended Motions

It is the policy of the NCC that:

(a) A late motion will NOT be accepted for consideration by the Conference but will be referred automatically to the Board. At the request of the mover of the motion, the Conference may resolve to consider it, on the grounds of its urgency and/or importance.

(b) Sponsors of a pre-circulated motion must obtain the agreement of the Conference if they wish to amend their motion PRIOR to debate.



(c) Amendments to motions raised during the conference must be submitted in writing to the presiding Chairperson either before the amendment is moved or immediately afterwards. We suggest writing any motions you intend on proposing ahead of the conference, in preparation.

5.4 Motion Format

The online form will assist with the setting out of motions. If you cannot use the online form, please contact the NCC team on 02 9516 1488. A paper template can be provided on request.

Every motion should:

- Be concise, clearly outlining your group's policy intent or objective and stating what action should be taken and by whom.
- As much as possible, call on a specific body, department or decision-maker (noting that NCC's jurisdiction is NSW) and have a specific outcome that the motion is aiming to achieve. The wording should be unambiguous.
- Be limited to one statement or paragraph in length (not exceeding 150 words).
- Include the exact wording to be included in letters when writing to ministers, departments and agencies.
- Include a statement of supporting background information (not exceeding 500 words).
- Be relevant to the role and purpose of NCC as the NSW statewide peak body.

These requirements are reflected in the online form.

5.5 Circulation of Motions

Motions submitted according to the above will be circulated to all member groups three weeks before the Conference, as part of the Agenda and Business Papers (Second Circular).

6. CONFERENCE PROCEDURES

The 2025 Conference will be held in person and may be observed online.

Procedures for voting on motions will be confirmed in the full Business Papers (Second Circular), which will be circulated to member groups three weeks prior to the Conference.

All forms for the Conference will be provided as online forms. If you require support, please contact 02 9516 1488.

6.1 Member delegate information session



We are holding an information session to familiarise members with meeting procedures ahead of the conference.

The information session will be held:

Via Zoom

4.30 - 5.30pm

Thursday 9th October

All welcome.

[Please RSVP here](#)

7. BOARD 2025 - 26

The Board election will be held during the Conference on Saturday 18th October 2025.

7.1 The Board Election

Changes were made to the Constitution in 2024 which impact the way the directors are elected for the Board. These are outlined in Clause 24 of the Constitution. In summary:

- Elected Directors hold office for three-year terms
- The terms of Elected Directors are staggered so that elections will be conducted for four Elected Director positions each year.

This means that four directors currently on the Board will stand for re-election this year. None of these directors have indicated that they wish to retire from the Board this year nor will any have served beyond the twelve-year limit imposed by the Constitution if re-elected this year.

Board nominees should be:

- Respectful team players who can work well with others
- Effective collaborators, who know the power of collective wisdom and intelligence
- Great communicators, able to respectfully and constructively challenge management and each other, and comfortable with being challenged
- Curious about, and passionate about, all the work of the NCC, including its governance, operations and fundraising

And of course, having the time and temperament to be consistently committed to the job.



Our Board is currently comprised of directors with governance, finance and legal expertise, experience in NGO's and charities, community organising and campaigning and rural and regional lived experiences and perspectives.

We encourage you to submit your board nominations as soon as possible. **Nominations must be lodged prior to 11.59pm AEST 18 September 2025.**

Nominations for the election of board directors must be lodged using this [online form](#).

All persons nominating for election to the Board must be a member of an NCC member group and their nomination endorsed by an Office Holder of that member group, confirming their membership status.

The nomination must also be seconded by two additional office bearers of any member group.

Please refer to the NCC Constitution for more detailed information.

A written personal statement of up to 200 words may also be submitted with the nomination form for distribution and display to delegates. It should detail the skills, experience and qualifications the nominee will bring to the NCC Board.

Attachments for nominations are to be sent to ncc@nature.org.au, as described in the [online form](#).

Nominated candidates are invited to provide a one-minute video in support of their candidacy ahead of the Conference, to be played prior to the election. Staff will assist you with this.

Please email NCC Chairperson Carolyn Loton (cloton@nature.org.au) if you have any queries about the duties of a Board member.

8. TICKET PURCHASE

To cover the cost of venue hire, food, and the conference sessions, registration for the Conference will be \$33 for in-person attendance per person for member group participants and \$38 per person for non-members. There will be no cost for those observing online, under 25s and First Nations participants. Our registration service accepts payment via Master Card, VISA or Amex. If you require support, please phone 9516 1488.

Register via [this link](#).



9. IMPORTANT POINTS

Member groups can assist in making this a successful conference by forwarding the information requested above **well in advance of the due dates**.

It is suggested that copies of this circular and the business papers be handed to your group's delegate(s) to ensure they are aware of procedures.

The full Business Papers with a detailed agenda, procedures and motions for consideration will be sent out as the Second Circular, no later than three weeks prior to the Conference.

10. IMPORTANT LINKS

- [NCC Constitution](#) (2024)
- [Conference registration](#)
- [Member group delegate declaration form](#)
- Form for [NCC Board Nominations](#)
- Form for [Member Group Motions](#)
- [Voting delegate declaration form](#)
- Form for the appointment of [Proxy votes](#)
- RSVP for the Member Group info session at 4.30pm on October 9th [here](#)
- NCC [Code of Conduct](#)

