**AMMs are required by PSA Rules to take place in 2024 in the period 1 April to 30 June.**

**The two-yearly delegate elections will be taking place, as 2024 is not a PSA congress year.**

## AMM meeting resources

**Organisers can access t**he core compulsory resources on the intranet, accessible on your dashboard under **Quick** **Links**, or you can [click on this hyperlink](http://psainfo/organising/resources/amm-material/).

**Delegates** can access the resources via MyPSA. They just need to log in, then copy and paste this link into the address bar: <https://www.psa.org.nz/media/resources/delegate-amm-resources> .

In most cases, the meeting information will comprise:

* the core compulsory resources with enterprise-specific adjustments to the agenda. Core elements are the PSA election campaign, workplace matters, and delegate elections.
* enterprise report and other relevant enterprise material, which the organiser and the EDC (Enterprise Delegates Committee*)* add.

Call for members to nominate any deserving delegates for a Delegate Achievement Award – link to website - <https://www.psa.org.nz/our-voice/delegate-achievement-awards/>

## Te Roopu Tohutohu Manaaki

* Receive advice from organisers on meeting times and places, as they emerge.

## Organising Administrators (OAs)

* **Postal mail out:** With local organisers, determine the sites where meetings cannot be run by either the organiser or a delegate, and mail the relevant information to the appropriate worksite.
* **AMM schedule for organisers:** assist with the development of organiser AMM schedules.

## After AMMs

Completed attendance sheets, meeting report forms and any delegate nomination forms need to go to the OA:

* in person
* emailed to [delegate@psa.org.nz](mailto:delegate@psa.org.nz)
* posted to PSA (AMMs), PO Box 3817, Wellington 6140

## Membership team

* **Mail:** Any AMM material, including any delegate nomination forms, should be scanned and emailed to [delegate@psa.org.nz](mailto:delegate@psa.org.nz).
* **Email:** Any AMM material, including delegate nomination forms, should be forwarded to [delegate@psa.org.nz](mailto:delegate@psa.org.nz). Delegate nominations can also be filled in online via this link, if preferred:

<https://responses.psa.org.nz/2023DekegateForm202303035940922.asp?q=w7sBCPA7JXcVACCIQg6i2WryuIfJovMASTER>