

TIMETABLE FOR RUN-UP TO AN AGM

Clause 3.8 Charter & bylaw	Two months before the date of the AGM – voting members shall be notified of the names of all retiring elected Board of Directors and asked to submit nominations for new elected directors
Clause 7.1 AC regulations	Two months before the date of the AGM – voting members shall be notified of the names of all retiring elected members of Advisory Council and asked to submit nominations for new elected directors
Clause 11.5 Charter & bylaw	At least 21 days’ notice of every General Meeting (exclusive of the day on which the notice is served by inclusive of the day for which the meeting is called) specifying place, day and hour of the meeting
Clause 3.11 Charter & bylaw	At least 21 days before the date of the AGM all voting member shall be sent lists of candidates for election to the Board of Directors. Voting members will be invited to indicate by ballot, not less than one week before the AGM, their votes for the candidates
Clause 7.5 AC regulations	At least 21 days before the date of the Annual General Meeting all voting members shall be sent lists of candidates for election to the Advisory Council. Voting members will be invited to indicate by ballot, not less than one week before the Annual General Meeting, their votes for the candidates.
Clause 16.2 Charter & bylaw	At the AGM of the Institute the Board shall present an income and expenditure account and balance sheet for the period since the last preceding account, together with reports prepared by the Board and Auditor. Copies of the accounts, balance sheet and reports shall be sent to all members 21 days before the meeting