ACTMEN Annual General Meeting, Canberra, 28 October 2016

You are invited by the Committee of the ACT Music Educators Network Incorporated to the Annual General Meeting (AGM).

Venue: Canberra Institute of Technology, Music Industry Centre (Woden, ACT)
Time: 4.30pm
Date: Friday 28 October 2016

Please RSVP to the Secretary, Clare Fitzgerald, by Monday 17 October 2016
email: actmusiceducatorsnetwork@gmail.com or by mail to Mrs Clare Fitzgerald c/o Radford College, 1 College St, Bruce, ACT 2617

Nominations forms are also required by Monday 17 October 2016 and can be found attached to this e-mail or on our website.

Election of the committee:

- All positions are vacant annually
- Nominations are invited for the five office-bearer positions: President, Vice-President, Treasurer, Secretary and Public Officer; and the seven Ordinary Members of the Committee.

A reminder about election procedures under the ACTMEN constitution and legislation:

- Each new committee holds office for one year.
- If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- If the number of nominations received exceeds the number required for the Committee positions, a ballot will be held.
- If insufficient nominations are received to fill all the Committee positions, the candidates nominated are taken to be elected and nominations for the remaining vacant positions are received during the meeting.
- If insufficient further nominations are received at the meeting, any vacant positions remaining on the Committee are 'casual vacancies'. When a 'casual vacancy' occurs (whether at the election or during the term of appointment), the Committee may appoint a financial member of ACTMEN to fill the vacancy for the remainder of the year.
- All currently financial members are entitled to vote.
- A quorum of 10 is required for the AGM.

The proxy form, for those unable to attend, is attached to this e-mail or can be obtained from our website:

- A Proxy is a person authorised to vote on behalf of another person
- Proxy votes are cast only in the event of a poll and not on a show of hands
- Proxy Forms must be submitted by email to the ACTMEN Secretary actmusiceducatorsnetwork@gmail.com or by mail to Mrs Clare Fitzgerald, c/o Radford College, 1 College St, Bruce, ACT 2617
- Proxies must be received by Monday 17 October 2016

Clare Fitzgerald
Secretary of ACTMEN Inc.
16 September 2016