

Notice is hereby given that the 2023 Annual General Meeting of the Australian Law Librarians’ Association Ltd (ALLA) ACN 158 242 696 will be held via webinar on Wednesday, September 13th 2023 at 1.00pm – 2.00pm AEST.

Follow the link to attend the meeting:

Join Zoom Meeting: [https://us06web.zoom.us/meeting/register/tZAvc-GhrToqGdI0FNgBDoL5yz1l3KxvaYzo](https://protect-au.mimecast.com/s/y-2EC1WZOqUz1y4BTLzgc1?domain=us06web.zoom.us)

To attend the AGM you must be a current member of ALLA and register via the webinar link above.

Reports will be placed on the ALLA website three weeks prior to the AGM. Highlights of selected reports will be presented during the Meeting as the basis for any questions and discussion.

The Annual general Meeting is an important opportunity to:

* ask questions of the Board, and
* have your say on the direction of the Association.

**AGENDA**

1. President’s Welcome

2. Apologies and Proxies

3. Acceptance of the 2022 AGM Minutes

4. President’s Report

5. Financial Reports

6. Journal Report

7. Election of Directors

8. Introduction and remarks of special guests

9. General Business

10. Meeting Close

**NOTES FOR YOUR GUIDANCE**

**Nominations and Elections**

ALLA is currently required to seek nominations for 8 Directors. The position of Past President and President are filled by the person holding the position of President or Vice President of the preceding term.

Nominations are required to be lodged in writing fourteen (14) days before the AGM, so by Wednesday 30th August 2023. Nominations must contain the names and signatures of the Proposer, the Seconder and the Nominee.

We will accept “writing” as meaning by post or hand-delivered letter, by fax, or by attaching a scan of the completed nomination form to an email as described on the nomination form.

**Proxies**

As a financial member at the time of the AGM, you are entitled to vote. Every member is entitled to one vote on each matter.

To have a vote at the meeting you must be either (a) present in person or via webinar, or (b) represented via a proxy. Please note that a proxy is not required unless there is an item of business requiring a vote be put to members. In accordance with the Constitution: (i) the Member has a right to appoint a proxy; (ii) the proxy does not need to be a Member; and (iii) a Member entitled to cast two or more votes may appoint two proxies and may specify the proportion or number of votes each proxy is appointed to exercise.

To use a proxy to do your voting for you, please complete the Proxy Form, attach and lodge it no less than Close of Business, forty-eight (48) hours before the AGM, so by 1.00pm on Monday 11th September 2023. Email to: [alla-president@austlawlib.org](mailto:aalla-president@austlawlib.org)

A proxy form is attached to this document and will also be available from the ALLA web site. Email to

ATTACHMENT(S)

Proxy Form 2023

Kind regards

Amanda Surrey

Director & Secretary

Australian Law Librarians’ Association Ltd

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**Appointment of A Proxy to Act on behalf of a Member of the Australian Law Librarians' Association (ALLA), Limited**

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(Insert MEMBER’S name)

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Insert MEMBER’S address)

being a member of The Australian Law Librarians’ Association, Limited

APPOINT

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(Insert PROXY’S name)

who also is a member of the Association, as my proxy.

My proxy is authorised to vote on my behalf: (Tick only ONE of the following)



at the 2023 Annual General Meeting (and any adjournments of the meeting/s) on:



OR



in relation to the following resolutions and/or nominations

In Favour / Against: ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(Insert resolution Nos, brief description or (Insert resolution Nos. brief description or nominees’ name/s) nominees’ name/s)

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(of Member appointing Proxy)

This written notice must be given/sent to the secretary before the commencement of the general meeting.