



# ALIA 30<sup>th</sup> Annual General Meeting

Date: Tuesday 15 May 2018

Time: 6pm AEST

Location: ALIA House, 9-11 Napier Close, Deakin, ACT 2600

## Agenda

1. Notice of convening meeting
2. Apologies
3. Minutes of the previous AGM, 17 May 2017
4. Reports
  - i. President's Report
  - ii. Chief Executive Officer's Report
5. Presentation of the Annual Report 2017 and financial statements
6. Election of Directors
7. Confirmation of Auditors
8. Fixing of Auditors' fees
9. Motions Received<sup>1</sup>
10. General business

*Members are invited to join the ALIA Board of Directors for refreshments prior to the meeting from 5.30pm*

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<sup>1</sup> All notices of motion received prior to the meeting will require a seconder prior to being put to the meeting.



## Rules of the meeting

- All motions to be put to the AGM must appear in the published agenda.
- The only items that may be raised under general business are those of an informal nature, or those that are within the scope of the business already laid down. Motions of a substantial nature relating to items not covered in the notice of the meeting will not be allowed.
- If any item of urgency arises which is not within the business of the meeting, the Chair has the power to accept it without notice or rule that due notice must be given.
- All motions additional to those referred to on the agenda shall be in writing, signed by the movers (forms will be provided), and delivered to the Chair.
- When addressing the Chair, the person desiring recognition will properly identify themselves, giving his or her name and affiliation. Only ALIA Members may speak.
- Debate shall be limited to three minutes for each speaker; no speaker may have the floor twice on the same question until all who wish to speak have spoken.
- By general consent, if there be no objection, or by a two-thirds vote, any rule governing the debate may be suspended.
- The Chair's rulings on procedural matters may not be debated. The reference for rules and their interpretation by the Parliamentarian will be Joske's *The law and procedure at meetings in Australia*, 10th ed, 2007. A Parliamentarian will be appointed to advise the Chair on procedures and to assist in determining the results of a poll of members present if necessary.
- Members may attend the AGM via webinar, and are able to listen to the business of the meeting, but not participate in any discussion.