



## Island Bay Residents Association Committee

### Annual General Meeting 15 November 2023 - Information Sheet

The Annual General Meeting (AGM) for the Island Bay Residents' Association (IBRA) will be held on Wednesday, 15 November 2023 at 7.00 pm at Wellington South Baptist Church, 284 The Parade.

#### Summary of key dates

No later than Sunday, 15 October	Call for nominations and notices of motion
No later than 11.59 pm on Wednesday, 25 October	Nominations for committee submission deadline Notices of Motions submission deadline
Wednesday, 1 November	AGM agenda published
11.59 pm, Tuesday, 14 November	Must be registered as a member to vote
7 pm, Wednesday, 15 November	Proxy votes submission deadline
7-9 pm, Wednesday, 15 November	AGM
No later than Friday, 24 November	Results of nominations and notices published

The IBRA Committee will publish the Agenda for the AGM no later than Monday, 1 November 2023.

#### Membership and Voting

Anyone who is a resident or operates a business in Island Bay and Southgate ([See here for boundaries](#)) can be an IBRA member. To become a member people need to register with IBRA by:

- PREFERRED METHOD - signing up on the IBRA webpage <https://islandbay.org/become-a-member/>
- Or, providing their name, email and street address to [islandbayres@gmail.com](mailto:islandbayres@gmail.com)
- Or, calling a member of the Secretariat - Catherine Inder on 027 292 4525

Anyone who is an IBRA member at 11.59 pm on Tuesday, 14 November is eligible to vote at the AGM.

#### Officers

The Constitution allows for a total of 13 Committee Members. The Agenda will include the names of those nominated to be Committee Members of the IBRA Committee and the Notices of Motion for consideration by members attending the AGM.



The Committee Members will elect the office holders at the first Committee meeting following the AGM. The office holders are Chair, Secretary, and Treasurer.

#### Nominations for a position on the committee

Nominations to the IBRA Committee must be emailed to [islandbayres@gmail.com](mailto:islandbayres@gmail.com) by 11.59pm on Wednesday, 25 October.

Nominations can be made by any current IBRA member. IBRA Members can nominate themselves. There is no need for anyone to second the nomination.

A Nomination form is attached as an Appendix to this Information Sheet.

#### Notices of Motion

Notices of Motion for consideration at the AGM must be emailed to [islandbayres@gmail.com](mailto:islandbayres@gmail.com) by 11.59 pm on Wednesday, 25 October.

A Notice of Motion can be proposed by any current IBRA member. There is no need for anyone to second the motion.

A Notice of Motion form is attached as an Appendix to this Information Sheet.

#### Proxy Votes

Members may vote at the AGM by proxy.

The IBRA Committee will provide a proxy voting form as soon as possible once all nominations have been received (noting that the call for nominations closes at 11.59 pm on Wednesday, 25 October).

The proxy voting form will be emailed to members and available on the IBRA website.

Proxy votes will be accepted up to 7.00 pm on 15 November 2023, the day of the AGM.

#### Election

The IBRA Committee will appoint a facilitator to conduct the election of Committee Members and consideration of the Notices of Motion at the AGM.

The IBRA Committee will also appoint independent scrutineers to count the votes cast at the election and determine whether the vote cast is by someone entitled to vote (i.e. a member at 5.00 pm on Tuesday, 14 November 2023).



## Nomination

I, \_\_\_\_\_ (full name)

of \_\_\_\_\_ (address)

nominate \_\_\_\_\_ (full name)

of \_\_\_\_\_ (address) Island Bay/ Southgate

Wellington, to be a Committee Member of the Island Bay Residents Association Committee.

Signed \_\_\_\_\_ Date \_\_\_\_\_



## Notice of Motion

I, \_\_\_\_\_ (full name)

of \_\_\_\_\_ (address),

propose the following motion for consideration at the Island Bay Residents Association Annual

General Meeting to be held at 7.00 pm on Wednesday, 15 November 2023:

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Signed \_\_\_\_\_ Date \_\_\_\_\_