



## Island Bay Residents Association Committee

### Annual General Meeting 22<sup>nd</sup> October 2024 - Information Sheet

The Annual General Meeting (AGM) for the Island Bay Residents' Association (IBRA) will be held on Tuesday, 22<sup>nd</sup> October at 7.00 pm at Wellington South Baptist Church, 284 The Parade.

#### Summary of key dates

No later than Sunday, 22 <sup>nd</sup> September	Call for nominations and notices of motion
No later than 11.59 pm on Tuesday 1 <sup>st</sup> October	Nominations for committee submission deadline Notices of Motions submission deadline
No later than Tuesday 8 <sup>th</sup> October	AGM agenda published
11.59 pm, Monday 21 <sup>st</sup> October	Must be registered as a member to vote
7 pm, Tuesday 22 <sup>nd</sup> October	Proxy votes submission deadline
7-9 pm, Tuesday 22 <sup>nd</sup> October	AGM
No later than Friday, 1 <sup>st</sup> November	Results of nominations and notices published

The IBRA Committee will publish the Agenda for the AGM no later than Tuesday 8<sup>th</sup> October 2024.

#### Membership and Voting

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

- PREFERRED METHOD - signing up on the IBRA webpage <https://islandbay.org/become-a-member/>

Anyone who is an IBRA member at 11.59 pm on Monday 21<sup>st</sup> October 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 will elect the office holders at the first Committee meeting following the AGM. The office holders are the 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 Tuesday, 1<sup>st</sup> October.

Any current IBRA member can make nominations. 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 Tuesday, 1<sup>st</sup> October.

Any current IBRA member can propose a Notice of Motion. 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 at the same time the agenda is published, no later than Tuesday, 8<sup>th</sup> 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 Tuesday 22<sup>nd</sup> October, the day of the AGM.

### Election

If an election is required, the IBRA Committee will appoint an independent facilitator to manage the election of Committee Members.

The IBRA Committee will confirm all votes (for motions and committee members) are by current IBRA members (i.e. a member at 5.00 pm on Tuesday, 22<sup>nd</sup> October 2024) and, if required, appoint independent scrutineers to count the votes cast.



## AGM 2024

### Nomination for committee

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

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

nominate \_\_\_\_\_ (full name/myself)

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

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

Email (please indicate the email you have used to register as a member of IBRA):

\_\_\_\_\_

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



## AGM 2024

### 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 Tuesday 22<sup>nd</sup> October 2024:

---

---

---

---

---

Email (please indicate the email you have used to register as a member of IBRA):

---

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