

ACTTBA Notice of Special and Annual General Meetings

The current Board of Directors for the Australian Capital Territory Tenpin Bowling Association (ACTTBA) is please to announce a Special General Meeting (SGM) and the Annual General Meeting (AGM) are to be held on Saturday 23rd May 2020. The SGM will commence at 2pm, with the AGM immediately following the AGM.

Observing the restrictions relating to the COVID-19 pandemic, the SGM and AGM will be conducted by teleconference. Teleconference details will be forwarded to TBA members who register to participate in the general meetings.

SGM

The SGM will address a complete redraft of the ACTTBA Constitution. Relevant material has been posted on the ACTTBA website.

- Minor edits (such as typographical corrections) that do not change the meaning of the draft content will be made directly. These edits will be reported, but not voted on, at the SGM.
- Substantive edits to the draft Constitution **must** be suggested in the form of the edit to be made and the reason behind the edit. The ACTTBA notice of motion form **must** be used. These suggested edits will be collated based on similarity and the resultant edit will be presented at the SGM to be voted on.
- All comments and suggested edits to the draft material **must** be received **before** Saturday 16th May 2020 to the Secretary.
- The transition plan and explanatory material will be finalised after closure of the comment period. The draft Constitution will be re-issued at this time as the final draft for presentation at the SGM.

At the SGM, the President will propose that “the draft Constitution, as presented at this SGM and amended as per the suggested edits agreed in the earlier part of this SGM, be adopted as the official Constitution of the ACTTBA. Included in this proposal is the adoption of the transition plan to ensure that the Constitution can be adopted immediately.”

AGM

The AGM will immediately follow the SGM and will be conducted in accordance with which ever Constitution is in force.

Nominations to be elected to the Board of Directors **must** be on the form provided and be received by the Secretary **before** Saturday 16th May 2020. The following positions are up for election at this AGM:

- Secretary
- Treasurer

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- Ordinary Director (one if the new Constitution is adopted, four otherwise).

Members entitled to vote (delegates) and proxies

Under either Constitution, the Members that are eligible to vote are delegates from the recognised Leagues.

- Each League **must** nominate a delegate to represent the League (and, as such, the bowlers represented by that League).
- This nomination **must** be received **before** Saturday 16th May 2020 by e-mail to the Secretary. The information must include an e-mail address and phone number for the delegate to allow for timely passage of additional information.

Under the old Constitution, proxies are not defined. Under the new Constitution, proxies are allowed. Any Member entitled to vote (delegate) may appoint another person as their proxy for the meeting.

- As the meeting is being held by teleconference, any nomination for a proxy **must** be delivered electronically to the Secretary at least 24 hours before the start of the SGM.
- The form provided by ACTTBA **must** be used for the proxy to be recognised.

Observers

Under more ordinary circumstances, observers (ACTTBA Members who are not entitled to vote and do not have a voice at the meeting unless invited by the Board) are very welcome. The conduct of the 2020 SGM and AGM is more likely to be limited by technology.

Teleconference information will be passed to the delegates attending the meeting. These delegates are welcome to invite observers as they see fit and may pass the teleconference details to these observers with the following caveats:

- Delegates **must** inform the Secretary about who they are forwarding the details to so that they can be registered and the teleconferencing facilities are sized appropriately.
- Observers **must** remain silent (mute) during the meetings unless specifically invited to contribute. Failure to do so will reflect badly on the observer and the delegate that invited them.
- Disruptions to the flow of the meeting may see the meeting adjourned to a later date which has consequences for the association and the time wasted for the attendees.

The aim is to conduct the meetings as quickly as possible, noting the limitations of the technology used for the meetings.

Additional notes

Where this notice of meetings mentions the use of a correct form, this includes the correct completion of the form and the provision of valid details (e.g. TBA registration numbers).