



NOTICE OF MEETING

Annual General Meeting

The Annual General Meeting of Members of *Australian Library and Information Association Limited* (ALIA) will be held as follows:

Date: Monday 4 May 2020

Time: 6.00pm – 7.00pm AEST

Location: Australian Library and Information Association, 9-11 Napier Close Deakin ACT 2600 and via online meeting.

Please note that due to precautions regarding COVID-19, Members should only join the meeting via videoconference, and not in person.

Agenda¹

Ordinary Business²

1. Confirmation of previous AGM minutes
2. Reports
 - i. President's Report
 - ii. Chief Executive Officer's Report
 - iii. Annual Report 2019 and Financial Statements 2019
3. Confirmation of newly elected Directors
4. Motions Received
5. General business.

¹ In accordance with clause 11.1 of the constitution, items can only be put if a quorum is present and a quorum is 21 Members present in person or via electronic link when the meeting proceeds to business (which is when it is opened).

² To the extent that resolutions which may be needed are ordinary resolutions and in accordance with clause 11.11 of the constitution they will be passed if approved by more than 50% of the votes cast by Members present in person or by proxy and eligible to vote.



Online attendance

Webinar facilities are available for Members who wish to join the meeting via the internet or telephone. To register to attend the meeting by webinar, follow the instructions on the ALIA website at <https://www.alia.org.au/agm>.

Proxies

Members who are unable to attend the AGM in person (including via the internet) will need to complete a proxy form in order to vote at the meeting.

In accordance with the constitution and the Corporations Act, a Member who is entitled to attend and vote at this meeting is entitled to appoint a proxy, in a manner as specified by the Act. Details in relation to a Member's entitlement to appoint a proxy and instructions for the lodgement of a Proxy Form are set out in the Proxy Form. To be effective, Proxy Forms need to be returned to the Company Secretary no later than the time given and to the address given on the proxy form.

Information about submitting a proxy form, is available on the ALIA website at <https://www.alia.org.au/agm>.

To send your apologies, please contact ALIA via email ALIABoard@alia.org.au or phone 1800 020 071.

Issued by direction of the Board in accordance with clause 10.3 of the constitution.

Nicole Barnes
Company Secretary
9 April 2020



Rules of the meeting

- All substantive 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 provided it falls within the scope of section 250R of the Corporations Act.
- When addressing the Chair, the person desiring recognition will properly identify themselves, giving his or her name and affiliation. Only ALIA Members or their Representatives or proxies or the auditor 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, and then subject to the Chair.
- 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.