

GENERAL MEETINGS: SUMMARY OF TABLE A REGULATIONS 36-63

The following is a brief summary of certain points covered by those regulations in Table A of the Act which are incorporated into these Articles.

Calling General Meetings

The Directors may call general meetings and must do so if required by the requisite number of members.

Notice of General Meetings

Proper notice must be given of general meetings: the required period of notice is either 14, 21 or (exceptionally) 28 Clear Days' notice depending on the nature of the business to be conducted at the meeting: 28 Clear Days' notice is only required for meetings dealing with the removal of a Director or the auditors. 21 Clear Days' notice is required for annual general meetings and any general meeting at which a special resolution is proposed (eg to change the articles, change the name of the Association, and certain other resolutions) or a resolution to appoint a Director. All other meetings only require 14 Clear Days' notice. ("Clear Days" is a technical term - in practice it means that, for example, if an AGM is to be held on the 25th day of a month, the notice of the AGM must be posted on the 1st day of that month.)The notice must adequately describe the place time and purpose of the meeting and must be given to all those entitled to receive notice.

Adjournment

The Chair of the meeting may only adjourn a properly convened and quorate meeting with the consent of the meeting and must do so if the meeting so requires. New business may not be introduced at an adjourned meeting.

Method of Voting/Calls for a Poll

Normally matters are decided upon a show of hands but the Chair of the meeting or two Members may require that a poll be taken. (Table A does not provide for ballots; the Association's constitutional documents therefore make special provision to allow these.)

Casting Vote

If the votes cast are equal the Chair of the meeting has a casting vote.

Proxy Voting

To vote by proxy a member must lodge a form of proxy at least 48 hours before the meeting. Directors have no discretion to accept proxies which are lodged late. The appointment of a proxy is valid until the company knows it has been revoked.