



ANNUAL GENERAL MEETING - AGENDA

**Annual General Meeting & Special General Meeting
Australian Contaminated Land Consultants Association (Victoria) Inc.
Thursday 27 October 2022, 5.30pm
Jacobs**

Attendance/proxies:

- 1. Open (President)**
- 2. Acceptance of Minutes of previous Annual General Meeting held Thursday 28 October 2021 (Shane Giliam, WSP)**
- 3. President's Report (William Rodger, Jacobs)**
- 4. Treasurer's Report (Glenn Thiele, Fyfe)**
- 5. Elections – Office-bearers**

The election of each Office Bearer (President, Vice-President, Secretary and Treasurer) will be conducted in accordance with the following procedure:

 - The President declares that all offices and any committee places that have expired “vacant” and that all outgoing office bearers will demit office at the close of this AGM unless re-elected;
 - The President / Secretary reads out the nominees, proposers and seconders for the position from the nominations received 7 days prior to the AGM;
 - If there is more than one nomination, a vote is held. If there is only one nomination, the sole candidate shall be deemed to be elected;
 - Should a vote be required, each of the candidates may make a presentation to the membership, of not more than two-minutes duration, regarding their suitability for the role;
 - Candidates leave the room whilst the vote is held;
 - The President / Secretary will compile the votes and announce elected Office Bearer.
 - Whilst all positions are vacant, the executive committee as part of its responsibility to consider succession planning may make recommendations for candidates to vacant positions of office-bearers.
- 6. Elections - Ordinary Committee Members (Elections as above)**
- 7. Other Business**
- 8. Outgoing President Demits to President Elect**
- 9. President Elect**
- 10. Close AGM**