

# IMPORTANT NOTICE

ASSOCIATION  
FOR LEARNING  
TECHNOLOGY



## All ALT members are invited to attend the eleventh Annual General Meeting

University of Exeter, Great Hall,  
Wednesday 15 September 2004, 10:00-10:30

In accordance with the ALT Constitution adopted on 26 June 1997 and amended in 2000 and 2002 ([http://www.alt.ac.uk/docs/constitution\\_20020909.rtf](http://www.alt.ac.uk/docs/constitution_20020909.rtf)), the business of the Annual General Meeting shall include:

- a) the election of Trustees;
- b) the election of the Vice-Chair;
- c) approval of audited accounts;
- d) decisions on any resolutions of which six weeks' notice has been given to the Secretary in writing.

The quorum for the AGM is twenty-five members. Individual members and representatives of institutional and corporate members each have one vote.

### **Nominations are invited for the following Trustee vacancies:**

- 1) Vice-Chair of the Association** (who becomes Chair, then President in successive years) to serve three years
- 2) Trustee** to serve three years (one vacancy)

The Trustees will join the Central Executive Committee, which will appoint the Treasurer, Secretary, Chairs of Executive Groups (i.e. Events Executive, Membership Executive, Publications Executive, and Further Education Advisory Committee) and others as necessary, from among the elected members or by co-option.

### **Eligibility**

Election is open to individual members of at least 12 months' standing by the date of the AGM. Trustees coming to the end of a first three-year term are eligible for re-election. (The maximum continuous period of membership for a trustee is six years.) **Please use the nomination forms attached.**

### **Deadline for nominations**

All correspondence, nominations (see form overleaf) and items for the agenda should be marked "**AGM**" and sent to:

Rhonda Riachi, Director  
Association for Learning Technology  
Oxford Brookes University  
Gipsy Lane Campus  
Oxford OX3 0BP, UK

- to arrive by **Wednesday 25 August 2004**. Items may be submitted by post or **by fax to: 01865 484165**. For enquiries please call 01865 484125.

## Nomination form for Trustee vacancies

### 1. Proposer to complete:

I wish to nominate \_\_\_\_\_

for election to the ALT Central Executive Committee

Signed: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Name: \_\_\_\_\_ [please print]

### 2. Seconder to complete:

I wish to second this nomination.

Signed: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Name: \_\_\_\_\_ [please print]

**The proposer and seconder must be individual ALT members or the representative of an institutional or corporate member of ALT.**

### 3. Nominee to complete:

I confirm that I am willing to stand for election as a Trustee of ALT, and that I am an individual member of ALT of at least 12 months' standing.

My election address is as follows: [please include up to 100 words explaining why you are standing for election, and what qualities and experience you would bring to ALT if you were successful]

Signed: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Name: \_\_\_\_\_ [please print]

**Return completed form, marked "AGM", to:**

**Rhonda Riachi, ALT, Oxford Brookes University, Headington, Oxford OX3 0BP.**

**Fax: 01865 484165.**

**All nominations to arrive by WEDNESDAY 25 AUGUST 2004.**

## Nomination form for Vice-Chair vacancy

### 1. Proposer to complete:

I wish to nominate \_\_\_\_\_

for election to the Vice-Chair

Signed: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Name: \_\_\_\_\_ [please print]

### 2. Secunder to complete:

I wish to second this nomination.

Signed: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Name: \_\_\_\_\_ [please print]

**The proposer and seconder must be individual ALT members or the representative of an institutional or corporate member of ALT.**

### 3. Nominee to complete:

I confirm that I am willing to stand for election as Vice-Chair of ALT, and that I am an individual member of ALT of at least 12 months' standing.

My election address is as follows: [please include up to 100 words explaining why you are standing for election, and what qualities and experience you would bring to ALT if you were successful]

Signed: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Name: \_\_\_\_\_ [please print]

**Return completed form, marked "AGM", to:**

**Rhonda Riachi, ALT, Oxford Brookes University, Headington, Oxford OX3 0BP.**

**Fax: 01865 484165.**

**All nominations to arrive by WEDNESDAY 25 AUGUST 2004.**