

IMPORTANT NOTICE

ASSOCIATION
FOR LEARNING
TECHNOLOGY



All ALT members are invited to attend the thirteenth **Annual General Meeting**

to be held at
Heriot-Watt University, Edinburgh
Wednesday 6 September 2006, 10:00-10:30

In accordance with the ALT Constitution adopted on 26 June 1997 and amended in 2000, 2002 and 2005 (<http://www.alt.ac.uk/docs/constitution2005.pdf>), 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 member organisations 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) Trustees to serve three years (two vacancies).

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

For more information on the role of Trustees go to <http://www.alt.ac.uk/documents.html> - under "Internal documents relating to the workings of ALT".

Ballot process

The ballot for all Trustee vacancies will be conducted over the Internet and the result will be communicated to members before the AGM. All members will be sent an email with instructions on how to use the secure Internet ballot site. It is vital that you **inform us by Friday 28 April if your email address has changed** or will change in the coming month. Email: alt@brookes.ac.uk

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
Gipsy Lane, Headington
Oxford OX3 0BP, UK

to arrive **by 5pm on Tuesday 30 May 2006**.

Items may be submitted by post or by fax to: 01865 484165. For enquiries please call 01865 484125 or email: rriachi@brookes.ac.uk

**Association for Learning Technology
Nomination form for Trustee vacancies**

1. Proposer to complete:

I wish to nominate _____

for election as a Trustee 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]

By their signatures the Proposer and Seconder confirm that they are either individual ALT members or the representative of a member organisation of ALT.

3. Nominee to complete:

I am willing to stand for election as a Trustee of ALT, and I am an individual member of ALT of at least 12 months' standing. I confirm that I have read the outline of the Trustee's role, and that I understand that Trustees normally serve for 3 years from the date of their election. I accept that if either my Proposer or my Seconder is neither an individual member of ALT nor the representative of a member organisation, then my nomination will be void.

My election address, which I understand will be distributed electronically and/or by post, is as follows: [please include up to 200 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, Gipsy Lane, Headington, Oxford OX3 0BP.

Fax: 01865 484165. All nominations to arrive **by 5pm on TUESDAY 30 MAY 2006.**

**Association for Learning Technology
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. Seconder to complete:

I wish to second this nomination.

Signed: _____ Date: ___ / ___ / ___

Name: _____ [please print]

By their signatures, the Proposer and Seconder confirm that they are either individual ALT members or the representative of a member organisation of ALT.

3. Nominee to complete:

I am willing to stand for election as Vice-Chair of ALT, and I am an individual member of ALT of at least 12 months' standing. I confirm that I have read the outline of the Vice-chair's role, and that I understand that after a year as Vice-Chair the successful candidate will become Chair for a year, and then President. I accept that if either my Proposer or my Seconder is neither an individual member of ALT nor the representative of a member organisation, then my nomination will be void.

My election address, which I understand will be distributed electronically and/or by post, is as follows: [please include no more than 200 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, Gipsy Lane, Headington, Oxford, OX3 0BP.
Fax: 01865 484165. All nominations to arrive **by 5pm on TUESDAY 30 MAY 2006.**