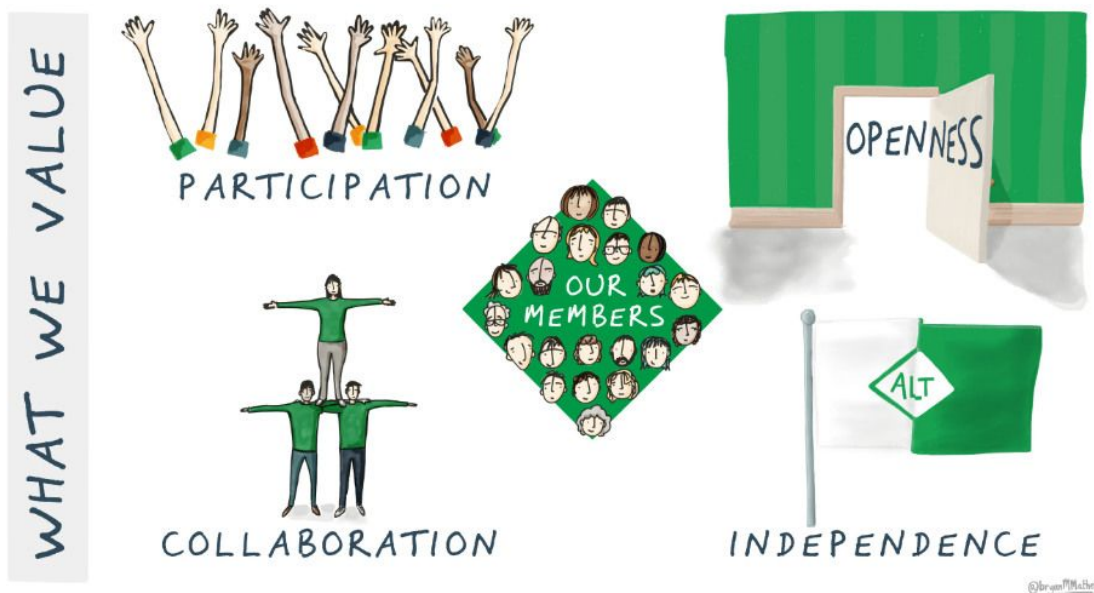


## Calling notice for Annual General Meeting Trustee elections 2019



### 2019 Annual General Meeting

ALT's members are invited to attend this year's **Annual General Meeting (AGM)** to be held at the **McEwan Hall, University of Edinburgh, UK, Wednesday 4th September 2019** (time to be announced when the Agenda is published).

In accordance with the ALT Constitution adopted in 2014, (<http://www.alt.ac.uk/about-alt/how-we-are-governed/alt-constitution>) the business of the Annual General Meeting will include:

- a) the election of Trustees;
- b) the appointment of the Vice-Chair;
- c) approval of audited accounts and report;
- d) decisions on any resolutions.

The Agenda for the AGM will be issued at least two weeks prior to the meeting. All papers for the AGM and related information will be published here <https://www.alt.ac.uk/about-alt/how-we-are-governed/agm> .

The quorum for the AGM is twenty-five members of at least 12 months' standing. Individual and Certified members and the representatives of organisational, partner or sponsoring members have one vote each (Associate Members are not eligible to vote).

### **Deadline for resolutions**

Any resolutions for consideration at the AGM should be marked "AGM" and sent to arrive **by 9 July 2019**.

Items may be submitted to Maren Deepwell, Chief Executive, [maren.deepwell@alt.ac.uk](mailto:maren.deepwell@alt.ac.uk) .  
For enquiries please call +44 (0)1865 819 124.

## **Call for 2 Trustees and Vice-Chair**

We invite nominations for 2 Trustees to serve an initial three year term to be elected by Members.

We are also seeking expressions of interest for the role of Vice-Chair of the Association to serve an initial three year term to be appointed by the Board of Trustees (formally called the Central Executive Committee).

The new Trustees will join the Board of Trustees which governs ALT. For more information on the role of Trustees go to <http://www.alt.ac.uk/about-alt/how-we-are-governed/being-alt-trustee>.

### **Ballot process**

The ballot for any contested vacancies will be conducted over the Internet by the Electoral Reform Services and the result will be communicated to members at the AGM. All eligible members will be sent an email with instructions on how to use the secure Internet ballot site. It is vital that you check that the e-mail address currently used for your account on our website is correct by 9 June 2019. To check your details, go to <https://www.alt.ac.uk/user> and sign in to your account. The Members Area will display your registered email and 'Update' link if you need to change it. To update your details, enter them into the relevant field and click 'Save'. In case of difficulty, please contact us via <http://www.alt.ac.uk/contact>.

### **Eligibility requirement**

Under the ALT Constitution, election is open only to **individual members of at least 12 months' standing and aged 18 years or over on the date of the AGM at which they take up office.**

In accordance the Constitution, Trustees coming to the end of a first three-year term are eligible for re-election as Trustees; and any elected Trustee (with the exception of the Vice-chair, Chair, and President) is able to put forward an expression of interest to become Vice-chair. (Thus the maximum continuous period of membership for a Trustee is six, or, exceptionally, between six and nine years.) Please use the nomination forms attached.

### **Deadline for submitting your nomination or expression of interest**

All nominations (see form below) should be submitted by **Sunday, 10 June 2019**.

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# Nomination forms

## Nomination form for Trustee vacancies

### 1. Proposer to complete:

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

for election as a Trustee to the ALT Board of Trustees

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

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

### 2. Secunder to complete:

I wish to second this nomination.

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

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

By their signatures the Proposer and Secunder confirm that they are either ordinary individual ALT members or the representative of an organisational or sponsoring member 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 (<http://www.alt.ac.uk/about-alt/how-we-are-governed/being-alt-trustee>), and that I understand that

Trustees normally serve for 3 years from the date of their election. I understand that if either my Proposer or my Secunder is neither an individual member of ALT nor the representative of an organisational or sponsoring member, 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 via email to: Maren Deepwell, Chief Executive, [maren.deepwell@alt.ac.uk](mailto:maren.deepwell@alt.ac.uk). All nominations to arrive **Sunday 9 June 2019**.

# Expression of interest form for Vice-Chair

Name:

I would like to express interest in becoming Vice-Chair of ALT, and I am an individual member of ALT of at least 12 months' standing and actively engaged with ALT as a Member of the ALT Assembly (please refer to who is a Member of the ALT Assembly [here](#) or contact us to check).

Please include no more than 350 words explaining why you would like to be appointed as Vice-Chair of ALT, and what qualities and experience you would bring to ALT's Board of Trustees if you were successful.

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

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

Return completed form via email to: Maren Deepwell, Chief Executive, [maren.deepwell@alt.ac.uk](mailto:maren.deepwell@alt.ac.uk). All nominations to arrive **Sunday 9 June 2019**.