



Island Bay Residents Association Committee

Annual General Meeting 17 October 2022 - Information Sheet

The Annual General Meeting (AGM) for the Island Bay Residents' Association (IBRA) will be held on Monday, 17 October 2022 at 7.00 pm at Wellington South Baptist Church (284 The Parade)

Summary of key dates

Monday, 5 September	Call for nominations and notices of motion
11.59 pm Sunday, 25 September	Nominations for committee submission deadline Notices of Motions submission deadline
Monday, 3 October	AGM agenda published
11.59 pm, Sunday, 16 October	Must be registered as a member to vote
7 pm, Monday 17 October	Proxy votes submission deadline
7-9 pm, Monday 17 October	AGM
No later than Friday, 21 October	Results of nominations and notices published

The IBRA Committee will publish the Agenda for the AGM no later than Monday, 3 October 2022.

Membership and Voting

Anyone who is a resident or operates a business in Island Bay and Southgate ([See here for boundaries](#)) can be an IBRA member. To become a member people need to register with IBRA by:

- signing up on the IBRA webpage <https://islandbay.org/> - Become a member
- providing their name, email and street address to islandbayres@gmail.com
- calling a member of the Secretariat - Catherine Inder on 027 292 4525

Anyone who is an IBRA member at 11.59 pm on Sunday, 16 October 2022 is eligible to vote at the AGM.

Officers

The Constitution allows for a total of 13 Committee Members. The Agenda will include the names of those nominated to be Committee Members of the IBRA Committee and the Notices of Motion for consideration by members attending the AGM.

The Committee Members will elect the office holders at the first Committee meeting following the AGM. The office holders are Chair, Secretary, and Treasurer.



Nominations for a position on the committee

Nominations to the IBRA Committee must be emailed to islandbayres@gmail.com by 11.59pm on Sunday, 25 September 2022.

Nominations can be made by any current IBRA member. IBRA Members can nominate themselves. There is no need for anyone to second the nomination.

A Nomination form is attached as an Appendix to this Information Sheet.

Notices of Motion

Notices of Motion for consideration at the AGM must be emailed to islandbayres@gmail.com by 11.59 pm on Sunday, 25 September 2022.

A Notice of Motion can be proposed by any current IBRA member. There is no need for anyone to second the motion.

A Notice of Motion form is attached as an Appendix to this Information Sheet.

Proxy Votes

Members may vote at the AGM by proxy.

The IBRA Committee will provide a proxy voting form as soon as possible once all nominations have been received (noting that the call for nominations closes at 11.59 pm on Sunday, 25 September 2022).

The proxy voting form will be emailed to members and available on the IBRA website.

Proxy votes will be accepted up to 7.00 pm on 17 October 2022, the day of the AGM.

Election

The IBRA Committee will appoint a facilitator to conduct the election of Committee Members and consideration of the Notices of Motion at the AGM.

The IBRA Committee will also appoint independent scrutineers to count the votes cast at the election and determine whether the vote cast is by someone entitled to vote (i.e. a member at 5.00 pm on Sunday, 16 October 2022).



APPENDIX

Nomination

I, _____ (full name)

of _____ (address)

nominate _____ (full name)

of _____ (address)

to be a Committee Member of the Island Bay Residents Association Committee

Signed _____ Date _____

Please provide a short biography (suggested 1-2 paragraphs) telling us about yourself and why you are standing for the IBRA Committee. Please also consider attaching a photograph for the IBRA website.



Notice of Motion

I, _____ (full name)

of _____ (address),

propose the following motion for consideration at the Island Bay Residents Association Annual General Meeting to be held at 7.00 pm on Monday, 17 October 2022:

Signed _____ Date _____