

**NOTICE OF ANNUAL GENERAL MEETING**

**The Annual General Meeting of Bognor Regis u3a will take place on Thursday 22 June 2023 at St Mary’s Centre, Felpham, PO22 7NU**

**Doors open at 10.00 – AGM commences 10.30**

This pack contains:

* Agenda
* Draft Minutes
* Motion/Question Proposal Form
* Committee Nomination Form
* Voting and Proxy Vote
* Accounts

This pack is also available on the Bognor Regis u3a website bognorregisu3a.co.uk in the Members’ Area.



# AGENDA FOR ANNUAL GENERAL MEETING 2023

Notice is hereby given that the AGM of Bognor Regis u3a is to be held at St Mary’s Centre,

Felpham on Thursday 22 June 2023 at 10.30 am (doors open at 10.00 am)

1. **Apologies** for absence

1. **Resolution 1:** To accept the Minutes of the previous AGM held on Thursday 28April 2022

1. **Chair’s Report**

1. **Treasurer’s Written Report**

1. **Resolution 2:** To approve the Annual Accounts for 2022/2023 as previously distributed and posted on the BRu3a website

1. **Resolution 3:** To allow the committee to appoint the examiner for the account’s year ending March 31st 2023

## 7. Groups’ Co-ordinator Report

1. The current committee will stand down and Nigel Yorke Hasted  will continue to chair.

1. **Resolution 4:** To elect en bloc all nominated Committee Members for the year

2023/2024

1. Any pre-registered motions/questions arising from members.

1. Close of AGM

1. Talk by Jo Harris on The Cinnamon Trust

# AGM MOTION/QUESTION PROPOSAL FORM

If you would like to propose a motion or raise a question at the AGM to be held on **Thursday 22 June 2023**, please complete the form below with the motion itself, your name and membership number as the proposer and the name and membership number of the seconder.

In order that the motion can be included in the final Agenda, the form can be posted or emailed to the Secretary and must arrive by **5 pm Thursday 1 June 2023**.

Motions/questions can only be proposed and seconded by current members of Bognor Regis u3a who must both sign below.

Motion:

|  |
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|   |

|  |  |
| --- | --- |
| Proposed by:   | Membership No:  |
| Signature of Proposer:   |   |
| Seconded by:   | Membership No:  |
| Signature of Seconder:   |   |

Please return this proposal form to the Secretary:

Sara Edwards, to arrive by **5 pm Thursday 1 June 2023**  *26 Pryors Lane, Aldwick, Bognor Regis, PO21 4LH Email: secretary@bognorregisu3a.co.uk*

# NOMINATION FOR COMMITTEE MEMBERS

Each year at the AGM the whole committee steps down. The new nominees to the committee are elected by the membership at the AGM. In order for voting to take place nominations should be sent to the Secretary of Bognor Regis u3a not less than 28 days prior to the AGM.

If there are more nominations than positions to fill, an election will be held at the AGM, the result of which will take effect immediately. Please note that all members of the committee are volunteers, and it is important that all members of the committee have access to computer and email facilities.

In order to stand for election of the committee the nominee must:

* Be a fully paid-up member of Bognor Regis u3a.
* Have one proposer and one seconder who are fully paid-up members of Bognor Regis u3a and are not current members of the committee.
* Sign the form to show consent to the nomination.

I, the undersigned, am willing to stand for election to the Bognor Regis u3a committee at the Annual General Meeting on **Thursday 22 June 2023**.

|  |  |
| --- | --- |
| Name:   | Membership No:  |
| Signature:   |   |
| Proposed by:   | Membership No:  |
| Signature:   |   |
| Seconded by:   | Membership No:  |
| Signature:   |   |

Please return this proposal form to the Secretary:

Sara Edwards, to arrive by **5 pm** **Thursday 25 May 2023**

## *26 Pryors Lane, Aldwick, Bognor Regis, PO21 4LH Email: secretary@bognorregisu3a.co.uk*

**AGM VOTING FORM**

## You can vote on line via the Membership Area at bognorregisu3a.co.uk or by post, or at the AGM. Please note you can only vote once. Paper copies will be sent to our members who are unable to access the internet.

## Please return your voting form (either post or via email) by 5pm Friday 9th June 2023 to the BRu3a secretary: Sara Edwards, *26 Pryors Lane, Aldwick, Bognor Regis, PO21 4LH*

##  *Email: secretary@bognorregisu3a.co.uk*

## Member Registration Details

|  |  |
| --- | --- |
| **Name:**  | **Membership Number:**  |

## Proxy Nomination Details

A voting member may appoint the Chairman of the meeting or another BRu3a member (being a member entitled to vote in their own right) to act as their proxy at the Annual General Meeting of Bognor Regis u3a to be held on **Thursday 22 June 2023** and at any adjournment thereof.

If you would prefer not to appoint the Chairman of the meeting, please enter the name and membership number of the member you are appointing as your proxy.

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| --- | --- |
| □ **Chairman of the meeting**  |  |
| □ **Bru3a Member Name:**  | **Membership Number:**  |

## Proxy Voting Options

## □ I hereby authorise my proxy to vote on the proposed Resolutions at their discretion and as they consider to be in the best interests of Bognor Regis u3a. I also authorise my proxy to vote in the same manner on any Resolutions which may arise on the day, of which formal notice has not been received. OR

□ My proxy is hereby authorised to vote on my behalf as follows on the proposed Resolutions.

I understand that should any Resolutions arise on the day, of which formal notice has not been received, my proxy shall vote at their discretion and in the best interests of Bognor Regis u3a.

**AGM POSTAL VOTING FORM**

## You can vote on line via the Membership Area at bognorregisu3a.co.uk or by post, or at the AGM. This postal voting form can be used to register your vote, but please note you can only vote once.

## Please return your voting form (either post or via email) by 5pm Friday 9th June 2023 to the BRu3a secretary: Sara Edwards, *26 Pryors Lane, Aldwick, Bognor Regis, PO21 4LH*

##  *Email: secretary@bognorregisu3a.co.uk*

## Member Registration Details

|  |  |
| --- | --- |
| **Name:**  | **Membership Number:**  |

## Resolutions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Resolution 1  | **Annual General Meeting Minutes 2022** To accept the minutes of the Annual General Meeting held on Thursday 22nd April 2021  | For □  | Against □  | Abstain □  |
| Resolution 2  | **Annual Accounts 2022/2023**To approve the Annual Accounts for 2022/23 as previously distributed and posted on the BRu3a website | For □  | Against  □  | Abstain □  |
|  Resolution 3  | **Examiner** To allow the committee to appoint the examiner for the account’s year ending March 31st 2024 | For □  | Against □  | Abstain  □  |
|  Resolution 4  | **Committee Members** To elect en bloc all nominated Committee Members for the year 2023/2024 | For □  | Against  □  | Abstain  □  |

**Remember you can only vote once, by post, or the website, or at the AGM.**

## Please return this voting form to the Secretary: (either post or via email) by 5pm Friday 9th June 2023 to the BRu3a secretary: Sara Edwards, *26 Pryors Lane, Aldwick, Bognor Regis, PO21 4LH - Email: secretary@bognorregisu3a.co.uk*