

ACTSA (Action for Southern Africa) AGM Procedures 2011

The ACTSA AGM is the primary policy-making body of ACTSA. The AGM elects the Officers, National Executive Council and Standing Orders Committee. The AGM receives a report from the NEC, motions, and audited financial accounts. The AGM determines policy, priorities and sets the strategic direction of ACTSA through agreeing a Strategy and Programme of Work.

The 2011 AGM will be on Saturday 29 October.

Nominations/Elections

Candidates for all elections must be individual members of ACTSA and nominated by two individual members or affiliates. These must be submitted to ACTSA by noon Monday 26 September. A nomination form is available from the ACTSA office. Please ensure that you include brief details (not more than 50 words) of the candidate's background and that the candidate is a member of ACTSA and nominees are members and/or affiliates of ACTSA.

Motions

Motions can be submitted by a group of five individual members or by one affiliated organisation or the NEC. You can submit a maximum of three motions. Each motion must be no longer than two hundred words. A form for submitting motions is available from ACTSA.

Motions must arrive at ACTSA by noon Monday 26 September. All motions submitted must be in accordance with the aims and objectives of ACTSA (defined in ACTSA's constitution: copies of this are available from the office).

Amendments to motions

These can be submitted on the same basis as motions for the AGM i.e. by five individual members or one affiliated organisation. Amendments should not negate the motions they are amending. Amendments must reach ACTSA by noon, 17 October. Amendments will then be distributed to the proposer of the motion. No amendments will be accepted at the AGM. Emergency motions will only be accepted by a two thirds majority vote at the meeting.

Report of the Standing Orders Committee (SOC)

At least 10 days before the AGM, the SOC will distribute a copy of its report summarising its decision on the following:

- Motions, amendments and nominations ruled out of order, the compositing of motions and amendments and the order of the debate. Written (including email) objections to this report may be made up to noon, 27 October
- Members and delegates attending the AGM shall be informed of any objections, which will be considered by the meeting.

We look forward to receiving your motions and nominations and to seeing you at the AGM.

With best wishes

Ernie Bramham, Mike Sparham
Standing Orders Committee 2011