

# Letter to Members – Notice of March General Meeting 2018

1 March 2018

Dear Member,

On behalf of the Board of Directors, I am pleased to invite you to a General Meeting of the Australian Medical Students' Association Limited (AMSA) to be held at 9am on Saturday 24 March 2018 in Sydney, Australia further details on the venue for the meeting will be available on the AMSA website in the next couple of weeks.

This General Meeting has been called by Dr Tom Morrison, Chair of the AMSA Board of Directors for the purposes of General Business, Reports and the Election of two Non-Executive Director to the AMSA Board.

Members are welcome to attend this meeting in person. Teleconferencing will not be provided. Details regarding the logistics of this meeting will be distributed by Ashley Bailey, National Coordinator.

## Proxy appointment

Members who are unable to attend the meeting and who wish to vote in the elections may appoint a proxy to vote on their behalf. Members may specify voting instructions in their proxy form, however, instructions must be given in writing. Proxy forms provided for Council will be acceptable as long as they are received no later than 24 hours before the start of the General Meeting. Proxy forms already submitted for Council and received 24 hours prior to the start of the General Meeting will be accepted. To nominate a proxy please return the enclosed Proxy Form via electronic mail to: Mr Roger Buckley, [company.secretary@amsa.org.au](mailto:company.secretary@amsa.org.au)

As per the AMSA Constitution, for MedSoc and Student Members the Proxy Form must be received by AMSA no less than 24 hours before the starting time for the general meeting.

Yours sincerely

Roger Buckley



Company Secretary

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## Notice of General Meeting

Notice is given that a General Meeting (GM) of Australian Medical Students' Association Limited (AMSA) will be held:

Date: 24 March 2018

Time: 9am

Venue: Will be available on the AMSA Website in the next couple of weeks.

### Items of Business

**1. Welcome and acknowledgement of Country**

**2. Minutes of the previous Meeting**

**3. Board Report**

**4. Election of a Non-Executive Director to the AMSA Board**

Members will be given the opportunity to vote for a Non-Executive Director of the Board.

The candidates for election in March 2018 are (alphabetical first name order):

- David Legg
- Heydn Dodds
- Maria Bilal
- Mark Humphrey-Jenner
- Robert Firth
- Vu Nguyen

Supplied along with this notice are the personal statements, CVs, Declarations of Independence and Nominations form supplied by each of the Candidates for Members' perusal.

By order of the Board  
Roger Buckley Company Secretary  
1 March 2018

## **Explanatory Notes**

### **1. Election of Non-Executive Director.**

As per the AMSA Constitution, two Directors will be elected in the first general meeting of each year and serve a two-year term.

### **2. Process by which voting will occur**

The election will be conducted under the following principles:

- Secret Ballot
- Preferential Run-Off
- Proxy voting will be available

#### ***Phase 1 – Paper Ballot Coding***

In order to maintain secrecy and preferential weighting of the votes held by MedSoc Members, we will be using coded ballots allocated to individual voters. In the first phase, voters are identified and their weight is allocated to a unique randomised code. This will be conducted by two people.

*For example: ANU AMSA Rep – 250 votes + 57 student votes – 3 student votes exercised in person = 304 votes -> ANU will be allocated a coded ballot paper, which carries the weight of 304 votes.*

The allocated coded papers will be distributed to the individual voters showing only their unique randomised code and the voting options.

#### ***Phase 2 – Vote Calculation***

Once the votes are cast they will be collected and entered into the vote count spreadsheet by two people. The spreadsheet will automatically recognise the unique randomised code allocated to each vote and the number of votes attached to this code will be distributed accordingly. This spread sheet will be used to determine the elected winner under a proportional representation system.

### **3. Returning Officer**

Roger Buckley, Company Secretary, will serve as the Returning Officer for the election and will oversee the whole procedure.

# PROXY FORM

To appoint a proxy to vote on your behalf at the meeting, please complete this Proxy Form and return it via electronic mail to:

Mr Roger Buckley, Company Secretary at [company.secretary@amsa.org.au](mailto:company.secretary@amsa.org.au) no later than 24 hours before the recorded starting time of the general meeting listed below.

STRIKE OUT WHICHEVER IS NOT DESIRED

I/We

\_\_\_\_\_ (NAME)

of \_\_\_\_\_ (ROLE)

\_\_\_\_\_ (ADDRESS)

being member/s of The Australian Medical Students' Association Limited (AMSA) hereby appoint:

\_\_\_\_\_ (NAME)

of \_\_\_\_\_ (ROLE)

\_\_\_\_\_ (ADDRESS)

as my/our proxy to vote for me/us on my/our behalf at the March General Meeting 2018 of AMSA to be held on 24 March 2018 and at any adjournment thereof.

## Voting Directions

This form is to be used in favour of / against the following resolutions:

Signed this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_ (SIGNATURE of vote holder)

\_\_\_\_\_ (SIGNATURE of proxy)