

17 March 2017

2nd Notice of ITMA 37th Annual General Meeting

Dear Valued ITMA Member

We refer to the invite dated 17th February 2017 inviting you to the **37th Annual General Meeting**.

We are pleased to enclose the following items for your information. Kindly download the following files for your reference.

(Think Green! Hardcopy of reports, minutes etc will not be provided at the Annual General Meeting)

- 1) A list of nominations of candidates for election to the Executive Council 2017/18 (File: Nominees – Executive Council 2017/18)
- 2) Minutes of the 36th Annual General Meeting (File: ITMA AGM Minutes_29th March 2016)
- 3) ITMA President Report (File: ITMA 2016 President Report)
- 4) Financial Report (File: ITMA 2016 Treasurer Report)
- 5) 1st Notice of 37th Annual General Meeting emailed on 17 February 2017)
- 6) 2nd Notice of Annual General Meeting

AGENDA

1. Call to Order.
2. To confirm Minutes of the last AGM held on 29th March 2016
3. To receive from Council and adopt a report of the activities for the preceeding year
4. To receive and adopt the Association's Accounts for the year ended 31st December 2016
5. To elect Office Bearers and Council Members.

(Article 10) The management of the Association shall rest in the hands of the Council consisting of at least eight and up to thirteen ordinary members among whom shall be:

- a) A President
- b) Two Vice-Presidents
- c) An Honorary Secretary
- d) A Treasurer

(Article 11a) Nominations for the positions in the Council, duly signed by the candidate, proposed and seconded in the prescribed form by ordinary members, shall be submitted

to the Honorary Secretary not less than 14 days before the date of the Annual General Meeting. Candidates nominated for election need not be physically present at the Annual General Meeting. Nominations for the offices listed in 10(a) to 10(d) above must clearly indicate the specific office being considered.

6. To decide on any Resolution, Motion or Proposal due Notice of which has been given to the Honorary Secretary.
7. To discuss General Business.

(Article 22) At least four weeks "notice shall be given of an Annual General Meeting and at least four days" notice of an Extraordinary General Meeting. All members shall be provided with the agenda of the meeting and the audited financial statements at least seven days before the date of the Annual General Meeting; and the agenda at least two days before the date of the Extraordinary General Meeting. Any Member desirous of moving any Resolution at the Annual General Meeting shall give notice in writing to the Honorary Secretary not less than two weeks before the date of the Annual General Meeting.

We look forward to your support and presence at the ITMA 37th Annual General Meeting.

By Order of the Council

Mark Tham
Honorary Secretary