

ACSA Special General Meeting & Special General Meeting Process

Form of meeting

Virtual meeting via Zoom

Attendance at the meeting/Notice of meeting

Strictly one (1) representative from each member will be asked to attend the meeting. This will be clearly detailed in the notice of meeting asking primary contacts to appoint a Representative (as envisaged by the Constitution) and only permitting those persons to attend.

The Notice of Meeting will be circulated to authorised members/primary contacts via email.

All attendees will be asked to complete a registration form via the ACSA events website. A password protected link will be circulated to registered attendees 1 day prior to the meeting.

Observers including staff and RK representatives will also be in attendance but will not be authorised to cast a vote.

Authorising members

- Members attending the virtual meeting will be asked to register beforehand via the ACSA events page. All who have registered will be authenticated against a current member list. Where more than one representative per member organisation has registered, the Executive Assistant will make contact to confirm the name of who will vote from that organisation.
- Only members who have registered and received the login details/password will be able to access the meeting.
- All attendees will be asked to keep their cameras on and to change their profile name to *organisation* and *full name*, in that order (ie. ACSA, Angela Smith). This is completed by hovering over the right-hand corner of their portrait, selecting the three dots and “rename”. While in “gallery view” the Executive Assistant will check that one representative per member organisation is online and that a meeting quorum has been reached (25 members).
- A screen shot of members in attendance will be required for recording purposes.