

Annual General Meeting

Agenda item 4

5 June 2018

Quorum

6 Meetings of the National Committee

- (a) The National Committee shall hold such general meetings as it considers necessary for the attainment of its aims.
- (b) The National Committee shall hold an Annual General Meeting each year at such time and place as the Executive Board determines. This meeting shall be the plenary meeting of the National Committee required by Rule 6 (b) of ICOM's Rules for National Committees. Unless special circumstances arise, the Annual General Meeting shall be held in conjunction with a conference or other meeting at which a significant number of the members of the National Committee are likely to be present.
- (c) Notice of the date, time and place of the Annual General Meeting shall be sent by the Secretary to all members of the National Committee at least 28 days prior to the date of the meeting, either by post or by electronic communication (such as email, web-posting or similar means).
- (d) The agenda of the Annual General Meeting shall include the following items:
 - (i) an annual report on the work of the National Committee, including its relationships with other components of ICOM, the Australian National Commission for UNESCO and other national organisations concerned with museums
 - (ii) presentation of the audited annual accounts
 - (iii) election of the Executive Board for the following year
 - (iv) review and endorsement of the annual program of the National Committee for the following year
 - (v) appointment of an auditor.
- (e) The quorum for the Annual General Meeting shall be 10% of the voting membership of the National Committee or at least 15 members, whichever is the greatest, present personally or by proxy, provided that at least five voting members of the National Committee are present in person.
- (f) A member unable to attend a meeting of the National Committee (including the Annual General Meeting) may designate in writing another member of the National Committee as proxy and such proxy shall, for the duration of that meeting, have all the rights of the member, including the right to vote on behalf of the member.
- (g) At all general meetings of the National Committee each member present shall be entitled to one vote on any matter before the National Committee but may also exercise proxy votes on behalf of other members. An Institutional Member of ICOM may, in writing, designate a person to vote on its behalf.