



2016 Nomination form and calling notice for Annual General Meeting

Call for Trustees and Vice-Chair

Nominations are invited for the following Trustee vacancies:

- 1) Vice-Chair of the Association (who becomes Chair, then President in successive years) to serve three years.
- 2) Trustees to serve three years (two vacancies).

The Trustees will join the Central Executive Committee, which will appoint the Honorary Treasurer, Honorary Secretary, Chairs of Committees (i.e. Membership Development, Communication and Publications, Further Education and cross-sector engagement) and others as necessary, from among the elected members or by co-option. Note that as the Association will transition to its new status as a Charitable Incorporated Organisation, all Trustees will transition to the new charity.

For more information on the role of Trustees go to

<http://www.alt.ac.uk/about-alt/how-we-are-governed/being-alt-trustee>.

Ballot process

The ballot for any contested vacancies will be conducted over the Internet and the result will be communicated to members before the AGM. All members will be sent an email with instructions on how to use the secure Internet ballot site. It is vital that you check that the e-mail address currently used for your account on our website is correct by 10 June 2016. To check your details, go to <https://www.alt.ac.uk/user> and sign in to your account. The Members Area will display your registered email and 'Update' link if you need to change it. To update your details, enter them into the relevant field and click 'Save'. In case of difficulty, please contact us via <http://www.alt.ac.uk/contact>.

Eligibility requirement

Under the ALT Constitution, election is open only to **individual members of at least 12 months' standing and aged 18 years or over on the date of the AGM at which they take up office**. In accordance the Constitution, Trustees coming to the end of a first three-year term are eligible for re-election as Trustees; and any Trustee (with the exception of the Vice-chair, Chair, and President) is eligible for election as Vice-chair. (Thus the maximum continuous period of membership for a Trustee is six, or, exceptionally, between six and nine years.) Please use the nomination forms attached.

Deadline for nominations

All nominations (see form below) should be marked "Nominations" (either as email subject or on the envelope) and sent to arrive by **Friday 10 June 2016**.

2016 Annual General Meeting

ALT's members are invited to attend this year's **Annual General Meeting (AGM)** to be held at the **University of Warwick, UK, Wednesday 7th September 2016** (time to be announced when the Agenda is published).

In accordance with the ALT Constitution adopted in 2014, (<http://www.alt.ac.uk/about-alt/how-we-are-governed/alt-constitution>) the business of the Annual General Meeting will include:

- a) the election of Trustees;
- b) the election of the Vice-Chair;
- c) approval of audited accounts and report;
- d) decisions on any resolutions.

The Agenda for the AGM will be issued at least two weeks prior to the meeting.

The quorum for the AGM is twenty-five members of at least 12 months' standing. Individual and Certified members and the representatives of organisational, partner or sponsoring members have one vote each (Associate Members are not eligible to vote).

Deadline for resolutions

Any resolutions for consideration at the AGM should be marked "AGM" and sent to arrive **by Friday 8 July 2016**.

Items may be submitted by post, to Maren Deepwell, Chief Executive, ALT, Gipsy Lane, Headington, Oxford OX3 0BP, UK or email to maren.deepwell@alt.ac.uk. For enquiries please call +44 (0)1865 484125 or email: maren.deepwell@alt.ac.uk.

Nomination forms

Nomination form for Trustee vacancies

1. Proposer to complete:

I wish to nominate _____

for election as a Trustee to the ALT Central Executive Committee

Signed: _____ Date: ___ / ___ / ___

Name: _____ [please print]

2. Secunder to complete:

I wish to second this nomination.

Signed: _____ Date: ___ / ___ / ___

Name: _____ [please print]

By their signatures the Proposer and Secunder confirm that they are either ordinary individual ALT members or the representative of an organisational or sponsoring member of ALT.

3. Nominee to complete:

I am willing to stand for election as a Trustee of ALT, and I am an individual member of ALT of at least 12 months' standing. I confirm that I have read the outline of the Trustee's role, and that I understand that Trustees normally serve for 3 years from the date of their election. I understand that if either my Proposer or my Secunder is neither an individual member of ALT nor the representative of an organisational or sponsoring member, then my nomination will be void.

My election address, which I understand will be distributed electronically and/or by post, is as follows: [please include up to 200 words explaining why you are standing for election, and what qualities and experience you would bring to ALT if you were successful]

Signed: _____ Date: ___ / ___ / ___

Name: _____ [please print]

Return completed form, marked "Nominations", to: Maren Deepwell, Chief Executive, ALT, Gipsy Lane, Headington, Oxford OX3 0BP or email a scanned copy to maren.deepwell@alt.ac.uk. All nominations to arrive **Friday 10 June 2016**.

Nomination form for Vice-Chair vacancy

1. Proposer to complete:

I wish to nominate _____

for election as Vice-Chair of ALT

Signed: _____ Date: ___ / ___ / ___

Name: _____ [please print]

2. Secunder to complete:

I wish to second this nomination.

Signed: _____ Date: ___ / ___ / ___

Name: _____ [please print]

By their signatures the Proposer and Secunder confirm that they are either individual ALT members or the representative of an organisational or sponsoring member of ALT.

3. Nominee to complete:

I am willing to stand for election as Vice-Chair of ALT, and I am an individual member of ALT of at least 12 months' standing. I confirm that I have read the outline of the Trustee's role, and I understand that after a year as Vice-Chair the successful candidate will become Chair for a year, and then President. I understand that if either my Proposer or my Secunder is neither an individual member of ALT nor the representative of an organisational or sponsoring member, then my nomination will be void.

My election address, which I understand will be distributed electronically and/or by post, is as follows: [please include no more than 200 words explaining why you are standing for election, and what qualities and experience you would bring to ALT if you were successful]

Signed: _____ Date: ___ / ___ / ___

Name: _____ [please print]

Return completed form, marked "Nominations", to: Maren Deepwell, Chief Executive, ALT, Gipsy Lane, Headington, Oxford OX3 0BP or email a scanned copy to maren.deepwell@alt.ac.uk. All nominations to arrive by **Friday 10 June 2016**.