**Business Whangaparaoa Inc**

**Annual General Meeting Notice**

**You are cordially invited to attend the Annual General Meeting of**

**Business Whangaparaoa Incorporated**

**On Wednesday 8 November 2023 at 4.45 pm**

**At The Archer, Stanmore Bay**

**AGENDA**

1. Welcome
2. Apologies
3. Confirmation of Minutes from 2022 AGM
4. Annual Reports – Chair and Manager
5. Financial Reports – Treasurer
6. Approval of Statement of Accounts
7. Approval of the Income and Expenditure budget for the following year

Election of Executive Committee:

1. Election of members – please read the information below for nomination procedure. The Nomination form is overleaf. Nominations close with Sarah Carr at 4.00 pm on Wednesday 8 November.
2. Election of officers (Chairperson, Secretary and Treasurer) for 2024:
   1. process for election of officers;
   2. (if necessary) election of officers.
3. Any Questions

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**A person must be a Member of the Association to vote and stand for election to the Executive Board/Committee**

**Election of members to the Executive Committee** - The procedure for nominations as detailed in Rule 15 of the constitution is as follows:

Nomination of candidates for election - shall be made in writing, signed by two Members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and

shall be delivered to the Secretary of the Association (Sarah Carr for the purposes of this AGM) by 4.00 pm on Monday 6 November 2023.

For more information please contact Sarah Carr. **Please RSVP your attendance** by emailing [info@businesswhangaparaoa.co.nz](mailto:info@businesswhangaparaoa.co.nz) by 5.00 pm on Monday 6 November 2023.

**NOMINATION FORM**

For nomination to stand for election to the Executive Committee of **Business Whangaparaoa Inc** at the Annual General Meeting held on 08 November 2023

Nominated position: Please tick one Chairperson Secretary Treasurer Committee

I (individual’s name) ………………………………………………………………………………………………………………….

wish to stand for election to the Business Whangaparaoa Inc Executive Committee

Signature: ………………………………………………………………………………………………………………………

Business: ………………………………………………………………………………………………………………………

Address: ………………………………………………………………………………………………………………………

Name of nominee: …………………………………………………………………………………………………………………

Contact ph/email: ……………………………………………………………………………………………………………………

**1st Nomination by:**

Signature: ………………………………………………………………………………………………………………………

Business: ………………………………………………………………………………………………………………………

Address: ………………………………………………………………………………………………………………………

Name of nominee: …………………………………………………………………………………………………………………

Contact ph/email: ……………………………………………………………………………………………………………………

**2nd Nomination by:**

Signature: ………………………………………………………………………………………………………………………

Business: ………………………………………………………………………………………………………………………

Address: ………………………………………………………………………………………………………………………

Name of nominee: …………………………………………………………………………………………………………………

Contact ph/email: ……………………………………………………………………………………………………………………

To be considered for election please return this nomination form to the Secretary by emailing this form to: [info@businesswhangaparaoa.co.nz](mailto:info@businesswhangaparaoa.co.nz)