

## **NOTICE OF MEETING**

### **AITPM 2021 Annual General Meeting**

The Annual General Meeting of Members of the Australian Institute of Traffic Planning and Management Ltd (ACN 062 495 452) will be held on Friday 13 August 2021 at 1.00pm (AEST) via Online Zoom.

## **EXPLANATORY NOTES**

### **Reports**

The reports are readily available for Members. Members at the meeting will have a chance to ask questions about the reports.

The law requires that the reports be presented and considered at the meeting but there is no requirement for the meeting to adopt them so no resolution regarding the accounts and reports will be put.

### **Appointment of Directors**

The number of nominations received exceeded the number of vacancies and accordingly a postal election of voting members was carried out. The nominations contained therein are the result of that election process. Members need to consider each nomination and only nominations endorsed by the Members at the AGM will join the Board.

Consistent with the law and the constitution, each nomination is to be considered individually.

### **Polls**

In the interests of ensuring as wide an involvement of Members as possible in the decision making, it is the intention of the President, as chair of the meeting, to require a poll for each item of business. A poll will ensure that all directed proxies are exercised in the way the Member has directed. Hence Members who do not plan to be at the meeting are encouraged to submit a **Direct Vote** (preferred method) or submit a proxy and to direct on the proxy form how their proxy is to vote, either 'for' or 'against' or 'abstain' with each resolution.

Note that the law requires that if you direct a proxy how to vote, and the proxy is not the chair of the meeting, and a poll is called then, before the poll closes, any proxy votes that have not been exercised by your proxy must pass to the chair of the meeting who must exercise the proxy. To simplify administration of proxies, Members are encouraged to appoint as their proxy the chair of the meeting as the law requires that the chair exercise all directed proxies that they hold.

By order of the Board

Dianne Hayes  
Company Secretary  
Australian Institute of Traffic Planning and Management Ltd  
23 July 2021