

AUSTRALIAN INSTITUTE OF ADMINISTRATIVE LAW Incorporated

PO Box 3149
BMDC ACT 2617

President

Alan Bradbury
(02) 6263 9900

Secretary

Stephen Argument
(0438) 794043

E-mail: admin@act.ipaa.org.au
Home Page: <http://aial.org.au/>

The annual general meeting of the Australian Institute of Administrative Law will be held on **Thursday 26 November 2009**, in **National Ballroom 4, *hotel realm*, 18 National Circuit, Barton, ACT**, commencing at **6.00 pm**.

AGENDA

- 1 Apologies**
- 2 Minutes of previous annual general meeting (attached)**
- 3 Matters arising from the minutes**
- 4 Executive Committee report**

(The President of the Institute, Alan Bradbury, will present a report of the Executive Committee's activities over the previous year)
- 5 Treasurer's report**

(The Treasurer of the Institute, Peter Sutherland, will present an audited statement of the Institute's income and expenditure and an audited balance sheet relating to the 2008-2009 financial year)
- 6 Election of officers**
- 7 Appointment of auditor**
- 8 Notices of motion**

(Any notices of motion given pursuant to Rule 28 will be considered)
- 9 Membership fees**
- 10 Other business**
- 11 Close**

**AUSTRALIAN INSTITUTE OF ADMINISTRATIVE LAW
Incorporated**

PO Box 3149
BMDC ACT 2617

President
Alan Bradbury
(02) 6263 9900

Secretary
Stephen Argument
(0438) 794043

E-mail: admin@act.ipaa.org.au
Home Page: <http://aial.org.au/>

**NOMINATIONS FOR POSITIONS ON THE EXECUTIVE
COMMITTEE**

Pursuant to Rule 29(1) of the Rules of the Australian Institute of Administrative Law, nominations are called for the following positions on the Executive Committee of the Institute, which will become vacant at the annual general meeting, to be held on Thursday 26 November 2009:

President

Vice-Presidents (two positions)

Secretary

Treasurer

Officers (up to eight positions)

Nominations should be made on the form which appears below and should be forwarded to me, at the address shown above, by Friday 20 November 2009.

Stephen Argument
Secretary

NOMINATION FORM

Position:
Name of nominee:
Signature:

Proposed by:
Firm/institution:
Signature:

Seconded by:
Firm/institution:
Signature:

AUSTRALIAN INSTITUTE OF ADMINISTRATIVE LAW Incorporated

PO Box 3149
BMDC ACT 2617

President

Alan Bradbury
(02) 6263 9900

Secretary

Stephen Argument
(0438) 794043

E-mail: admin@act.ipaa.org.au
Home Page: <http://aial.org.au/>

NOTICE OF ANNUAL GENERAL MEETING

The annual general meeting of the Australian Institute of Administrative Law will be held on **Thursday 26 November 2009**, in **National Ballroom 4, *hotel realm*, 18 National Circuit, Barton, ACT**, commencing at **6.00 pm**.

The meeting is open to all financial members of the Institute. Members wishing to attend are asked to register by filling out the attached form and returning it to the Secretary (at the above address) by Friday 20 November 2009. Those members who are unable to attend the meeting but who wish to appoint a proxy can do so on the proxy form that is also attached.

After the meeting, there will be a dinner, to which members and their guests are invited. Those attending the meeting only are nevertheless invited to remain for a brief pre-dinner drink.

The dinner will also be held at *hotel realm*, in the *Konoba* restaurant, and will cost **\$66.00** per person, including GST. It will comprise a two course dinner, including wine, beer and soft drinks. Members intending to attend the dinner should indicate that intention on the attached registration form. Those people with special dietary requirements should provide details of those requirements on the form.

Reservations for the dinner will be strictly on the basis of money received. It is, therefore, imperative that members (and their guests) intending to attend the dinner pay by cheque or credit card to the Secretary along with their registrations.

Payments must be received by Friday 20 November 2009, either electronically or at the Institute's PO Box No 3149, BMDC, ACT, 2617. No refunds will be possible after that time.

Stephen Argument
Secretary

REGISTRATION FORM

Name:
Firm/institution:
Address:
.....
.....
Telephone:

I will/will not be attending the annual general meeting of the Australian Institute of Administrative Law on Thursday 26 November 2009.

I will/will not be attending the dinner following the annual general meeting.

(NB: Those intending to attend the dinner should enclose a cheque for **\$66.00**, payable to the Australian Institute of Administrative Law or complete the credit card details as shown below. Members intending to bring a guest should also include payment for their guest.)

Bankcard/Mastercard/Visa/Amex

Amount Authorised: \$.....

Expiry : .../... Signature:.....

Name and phone number of signatory:.....

FORM OF PROXY

I,, a member of the Australian Institute of Administrative Law, am unable to attend the 2009 annual general meeting of the Institute, to be held at **hotel realm, Barton, ACT, on Thursday 26 November 2009**. I appoint or, failing him/her, the person presiding at the meeting, my proxy to attend the meeting and to vote on my behalf.

Name:
Firm/institution:
Address:
.....
.....
Telephone: