



Bishops Prep and Pre-Prep Parents Association

Notice of the 2023 Annual General Meeting of the Bishops Prep and Pre-Prep Parents Association and call for nominations for the election of committee members to the Bishops Prep and Pre-Prep Parents Association Executive Committee

31 August 2023

Members of the Bishops Prep and Pre-Prep Parents Association (the “PA”) are hereby giving notice of the intention to hold an Annual General Meeting (“AGM”) this year for the PA. Having held virtual AGMs for the past three years, it is deemed in the best interest of the PA membership that an in-person AGM be held.

As such the AGM will assume the following format:

1. **Notice of AGM** – this serves as notice of the upcoming AGM.
2. **Call for nominations and election of PA Committee members** – this serves as a notice of a call for nominations.
 - a. Nominations for committee members must be received by 18h00 SAST on Tuesday 5th September 2023. All nominations to be emailed to Alison Cunnold at acunnold@bishops.org.za.
 - b. **Nominee information:** Please use form attached
 - c. Members are welcome to nominate themselves or others.
 - d. We will notify all nominated members and confirm availability.
3. **Chairman’s and Treasurer’s Reports**
 - a. These reports will be distributed for review on Thursday 7th September 2023. Any queries or comments are welcome, either electronically or telephonically.
 - b. Members will be given the opportunity to vote in favour or against the tabled reports in the Election Ballot mentioned below.
4. **The election** will be held on Wednesday 13th September 2023 at the AGM.

- a. An email with a ballot of all nominated members will be distributed to PA members on Friday 8th September 2023.
 - b. There will be six (6) positions available for election at the 2023 PA AGM. Some of the current elected PA members have made themselves available for re-election.
 - c. Each PA member will be entitled to vote for up to 6 members.
5. **Other motions:** Members are entitled to raise any other motions for consideration at the AGM. Such motions should be received by 18h00 SAST on Friday 8th September 2023, by emailing the Chair at nidahendrickse1@gmail.com
 6. **The AGM** will take place on Wednesday 13th September at 18h30, at which time the votes for Committee nominees, support for presented reports and other motions will be considered and collated.
 7. **Results of AGM and Election:** The Chair will communicate the results of the AGM and the election to members of the PA on Thursday 14th September after the AGM electronically.
 8. **Quorum for AGM:** In line with the Constitution of the PA, a meeting is quorate with 20 members in attendance.
 9. All elected PA Committee members will be informed of their election and will be notified when the first meeting of the PA will be.

Should you have any questions or comments about this Notice, please contact Nida at nidahendrickse1@gmail.com

Nida Hendrickse
Chair: Bishops Prep and Pre-Prep Parents Association
31 August 2023