



National Environmental Law Association Ltd
ACN 008 657 761
(NELA)

Notice of 2023 Annual General Meeting
(National AGM)

NOTICE IS GIVEN that the National AGM of the Members of NELA will be held as follows:

Location: Online via Zoom, with details to be circulated to Members following registration

Date: Thursday, the 30th of November 2023

Time: 1:00pm AEDT (Canberra, Melbourne, Hobart, Sydney) (for a 1:15pm start)
12:30pm ACDT (Adelaide) (for a 12:45pm start)
12:00pm AEST (Brisbane) (for a 12:15pm start)
11:30am ACST (Darwin) (for a 11:45am start)
10:00am AWST (Perth) (for a 10:15am start)

Important: from 1:00pm – 1:15pm AEDT, registration and credentialling of Members will take place. **You must log on online during this time to be properly registered and credentialled before the National AGM commences at 1:15pm AEDT.**

ITEMS OF BUSINESS

Item
1. Acknowledgement of Country
2. Receipt and confirmation of proxy appointments for National AGM Refer to Annexure B
3. Appointment of Chair of National AGM by Ordinary Resolution
4. Confirmation of previous 2022 National AGM Minutes by Ordinary Resolution Refer to Annexure C

5. Receipt and consideration of reports from the National President, National Vice-President, National Secretary and National Treasurer by Ordinary Resolution
6. Receipt and consideration of the Annual Report for the 2022-2023 financial year and Financial Statements for the 2022-2023 financial year by Ordinary Resolution <i><u>Refer to Annexure D</u></i>
7. Election of the NELA Board Directors <i><u>Refer to Annexure E</u></i>
8. Portfolio Showcase: Reports from Portfolios
9. Consideration of any other items of business

RSVP

You must register to attend the National AGM.

Registration to attend the National AGM closes at **5.00pm AEDT Monday 27 November 2023** via the following link:

<https://www.nela.org.au/nelaevent/nela-national-annual-general-meeting-2023/>

ELIGIBILITY TO VOTE

For the purposes of the National AGM, a person is entitled to vote if the person is a Member of NELA and the Member's membership rights are not suspended for any reason.

If you have not yet paid your membership fees for the 2023-2024 financial year, you must do so by **5:00pm AEDT Tuesday 28 November 2023**. If you do not pay your membership fees for the 2023-2024 financial year by this time, you will NOT be eligible to vote at the National AGM.

PROXY FORM

Members may appoint another Member to attend, speak and vote at the National AGM, as the Member's proxy, by completing the Proxy Form at Annexure B and submitting it to NELA in accordance with the requirements specified on the Proxy Form itself and on the Notice of National AGM. A member who is entitled to cast 2 or more votes may appoint 2 proxies and may specify the proportion or number of votes each proxy is appointed to exercise.

Proxy Forms that are submitted to NELA must be received by NELA by **5:00pm AEDT Tuesday 28 November 2023**:

- by email to:
secretary@nela.org.au

Any Proxy Form that is not received in accordance with the above timeframes will not be valid for the National AGM.

Non-members are welcome to attend the National AGM but will not be eligible to vote on the items of business (see further details below on eligibility to vote).

ELECTIONS

If more than 13 nominations are received for the positions of NELA Board Director, elections for the will be held at the National AGM.

Please see attached the Nomination Form, NELA Policies and Position Descriptions for more information.

Completed Nomination Forms must be returned by **5.00pm AEDT Thursday 23 November 2023:**

- by email to:
secretary@nela.org.au

All NELA Board Director candidates' statements will be e-mailed to all Members eligible to vote at the National AGM two days before the National AGM.

INQUIRIES

General inquires can be directed to Tom Webb, National Secretary of NELA, by email at **secretary@nela.org.au**.

Dated this 08 November 2023.

Tom Webb
National Secretary
National Environmental Law Association Ltd

Mark Beaufoy
National President
National Environmental Law Association Ltd

- [Annexure A – NELA Constitution](#)
- [Annexure B – National AGM Proxy Form](#)
- [Annexure C – Minutes of the 2022 National AGM](#)
- Annexure D – Annual Report for 2022-2023 financial year with Financial Statements
- [Annexure E – Board Director Nomination Form](#)

Participants in the National AGM for 2023 must also read the following documents:

- NELA Policies
 - [NELA Board Charter](#)
 - [Membership Policy](#)
 - [Grievance Policy](#)
 - [National Portfolio Subcommittees Policy](#)
 - [Social Media and Communications Policy](#)
 - [Data and IT Policy](#)
 - [Reimbursement Policy](#)
 - [Ad Hoc Funding Policy](#)
- [NELA Board Director Position Description](#)