



Dear Member

NOTICE OF EXTRAORDINARY GENERAL MEETING

This is to advise you of the upcoming Extraordinary General Meeting (**EGM**) of the members of the National Aboriginal Community Controlled Health Organisation (**NACCHO**).

The details of the meeting are:

Date: 3 December 2024

Time: 2:00pm AEDT (registrations commence at 8:00am AEDT)

Place: National Convention Centre Canberra, 31 Constitution Ave, Canberra ACT

Business of the Extraordinary General Meeting

The NACCHO Board will put the following special resolution to the Extraordinary General Meeting:

Special resolution to adopt a new Constitution

*“Resolved by special resolution that the Constitution circulated with this Notice of Extraordinary General Meeting and marked ‘A’ (**New Constitution**) be adopted as the Constitution of NACCHO in place of its current Constitution, effective from the conclusion of this Extraordinary General Meeting.”*

At the meeting, members will have the opportunity to:

- ask questions and speak about any items on the agenda; and
- vote on the resolutions proposed.

Voting

Voting representatives

Member organisations are entitled to have two voting representatives at the EGM. Members must provide to NACCHO at least **48 hours prior** to the date of the EGM:

- the name of their voting representatives; and
- confirmation that the delegates have been validly elected by members of their organisation.

At the EGM, voting representatives will be required to provide NACCHO with proof of their identity.

Proxies

Where a voting representative is not attending the EGM, a member may nominate a proxy.

If either or both delegates of your member service will not be attending the EGM and your organisation wishes to nominate proxies, please fill in the attached ‘Appointment of Proxy Form’ for each delegate who will not be attending.

If one of your delegates is not attending the EGM, you must complete one Appointment of Proxy Form (which may be used to appoint your delegate attending the meeting). If both your delegates are not attending, you must complete two Appointment of Proxy Forms.

The Appointment of Proxy Form must be signed by two Directors of your member organisation or by your member organisation's authorised attorney and must be received by NACCHO at least **48 hours prior** to the date of the EGM.

When information on voting representatives and/or proxy forms must be provided to NACCHO

The EGM will commence at 2:00pm AEDT on 3 December 2024. This means that information on voting representatives and/or the proxy form must be received by NACCHO **no later than 2:00pm AEDT on 1 December 2024**.

Mailed information on voting representatives and/or proxy forms should be addressed to:

**The Company Secretary
National Aboriginal Community Controlled Health Organisation
GPO Box 299
Canberra ACT 2601**

Information on voting representatives and/or proxy forms can also be sent by email to company.secretary@naccho.org.au or fax (02) 6248 0644.

Attachments

Attached to this notice are:

- the Agenda for this meeting;
- the current [Constitution](#);
- the proposed New Constitution (marked 'A') to be considered and voted on at the Extraordinary General Meeting at Item 1;
- explanatory material prepared on behalf of the Board which sets out at a high level the differences between the current Constitution and the New Constitution;
- Appointment of Proxy form (with guide and example); and
- NACCHO Code of Conduct for Members and Delegates.

Please contact company.secretary@naccho.org.au or phone Sarah Patrick (02) 6246 9318 or James McDonald 0438 444 852 if you need further information.

Yours sincerely



Erin McMullen
Company Secretary
NACCHO

12 November 2024