

**National Adult Literacy Agency
(the “Company”)
41st ANNUAL GENERAL MEETING
ADDITIONAL NOTES**

Dear Member,

Please find enclosed additional information regarding the 41st Annual General Meeting (“AGM”) of the National Adult Literacy Agency (**the “Company”**). This meeting will be held on Zoom on Saturday 30 April 2022 at 11am.

Particular points to note are the following:

1. Members’ entitlement to attend and vote at the AGM:

- Only those Members whose names are on the register of members on the date that notice of a general meeting of the Company is served, will receive notice of the AGM. Members whose names are entered on this Register not less than one month before the date of a general meeting will be entitled to attend and vote at that general meeting.
- No Member shall be entitled to vote at any general meeting unless all they have paid all moneys immediately payable (due) to NALA.
- Members present shall have the following number of votes:
 - Members that are individuals shall have one vote; and
 - Members that are Small Organisations or Large Organisations shall have three votes;
- Non-Members may attend general meetings unless a majority of the Members attending the general meeting votes otherwise.

2. Election of Directors and Officers

- Members running for election shall be nominated and seconded by two Members of the Company. Such nominations shall be sent to the office no later than 30 days before the general meeting at which such elections are to take place.

- At least 14 days before the general meeting at which Directors / Officers are to be elected, Members will be provided with the list of candidates running for election.
- Votes cast in an election for Directors or for the Officer positions of Chairperson, Vice-Chairperson, Secretary or Treasurer shall be cast by way of secret ballot

The following current Officers / Directors on the Board have confirmed they are standing for election:

- Margaret Kelly is standing for election as Chairperson
- Pat Ayton is standing for election as Honorary Secretary
- Elma Teahan is standing for election as a Director
- Frances Ward is standing for election as a Director

3. Voting at the AGM

Voting at the AGM will be done through Google Forms for verified and eligible members.

If you are unable to attend the AGM remotely, you can nominate someone(s) known as a Proxy to speak and vote on your behalf at the AGM. A Proxy Form is available on [NALA's website](#) or from Margaret Murray, NALA Student and Membership Officer.

Margaret's phone number is: 01 412 7928 or you can email Margaret at mmurray@nala.ie. The Proxy Form should be completed and returned to Margaret by email or posted to: The Company Secretary, FREEPOST, NALA, Sandford Lodge, Sandford Close, Ranelagh, Dublin 6, Ireland, D06 YF65, no later than 11am on Thursday, 28 April, 2022; forty-eight hours before the time of the AGM. A Proxy Form that is not complete or does not meet the requirements of the Companies Act will not be counted.

Questions?

If you have any questions about the AGM, please contact mmurray@nala.ie or 01 412 7900.