

**Asian Australian Lawyers Association Inc.  
Reg. No. A0060052T / ARBN 604 922 812  
(the Association)**

**Notice of 2023 ACT Branch Meeting**

**NOTICE IS GIVEN** that the ACT Branch Meeting (**ACT Branch Meeting**) of members of the Association (**Members**) will be held as follows:

<b>Place:</b>	Zoom
<b>Date:</b>	Friday, 24 November 2023
<b>Time:</b>	6.00pm
<b>Zoom Details:</b>	Zoom details will be circulated upon Branch members' registration.

All times referenced in this notice and notes following are in AEDT.

**To vote at the ACT Branch Meeting, you must have a current Branch membership (and not be an Associate Branch Member) by midnight 9 November 2023 and your membership rights must not be suspended for any reason.**

**ITEMS OF ORDINARY BUSINESS**

<b>ITEM</b>
1. Acknowledgment of Country
2. Appointment of Branch Meeting Chair by Ordinary Resolution
3. Appointment of Branch Returning Officer by Ordinary Resolution
4. Confirmation of Minutes of 2021 Branch Meeting by Ordinary Resolution <i><u>Refer to Annexure A</u></i>
5. Acceptance of Branch President's Report by Ordinary Resolution
6. Acceptance of Branch Secretary's Report by Ordinary Resolution
7. Setting of the number of Ordinary Branch Committee Members by Ordinary Resolution
8. Election of Branch Committee Members for 2023-2024 <i><u>Refer to Annexure B</u></i>
9. Ratification of Results of Election of 2023-2024 Branch Committee by Ordinary Resolution

**Dated this 9 November 2023.**

**Dominique Yap**  
ACT Branch Secretary, Asian Australian Lawyers Association Inc.

## NOTES

### 1. Proxies

A Member is entitled to appoint another Member to attend, speak and vote at the ACT Branch Meeting, as the Member's proxy, by completing a Proxy Form (Annexure B).

Proxy Forms that are submitted to the Association electronically or by post must be received by the Association by **6.00pm on Thursday, 23 November 2023**:

- by email to:  
**Dominique Yap** at [act@aala.org.au](mailto:act@aala.org.au).

Proxy Forms that have been completed in hard copy must be received by the Branch Meeting Chair before **6.00pm on Friday, 24 November 2023**.

Any Proxy Form that is not received in accordance with the above timeframes will not be valid for the ACT Branch Meeting.

### 2. Entitlement to Vote

For the purposes of the ACT Branch Meeting, a person is entitled to vote if:

- the person is a Branch Member of the Association (other than an Associate Branch Member);
- more than 10 business days have passed since he or she became a Branch Member; and
- the Branch 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 midnight 9 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 Branch Meeting.**

### 3. Inquiries

General inquiries should be directed to Dominique Yap, Branch Secretary of the ACT Branch of the Association, by email to [act@aala.org.au](mailto:act@aala.org.au).

Inquiries about elections should be directed to Kathryn Lee, Branch Returning Officer of the ACT Branch of the Association, by email to [act@aala.org.au](mailto:act@aala.org.au).

### 4. Attachments:

- Annexure A – Minutes of the 2022 ACT Branch Meeting
- Annexure B – Nomination Form for Officeholders and Ordinary Members of the ACT Branch Committee
- Annexure C – Proxy Form

**ANNEXURE A – MINUTES OF THE 2022 ACT BRANCH MEETING**

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See attached.

**ANNEXURE B – NOMINATION FORM FOR OFFICEHOLDERS OF THE ACT  
BRANCH COMMITTEE**

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See attached.

**ANNEXURE C – BRANCH MEETING PROXY FORM**

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See attached.