

Council on the Ageing WA Inc. (COTA WA)

ABN 79 970 893 100

Notice of Special General Meeting

Notice is given that a special general meeting of the members of Council on the Ageing WA Inc. ABN 79 970 893 100 (COTA WA) will be held at 61, The Perron Centre, Kitchener Ave, Perth WA 6100 on **Thursday 29 April 2021 from 9:00am to 10:30am AWST**, in accordance with Article 12.9(c) of the Constitution of the COTA (WA).

The purpose of the meeting is to consider and, if thought fit, pass the resolution referred to in this notice as a **special resolution** to amend the constitution of COTA (WA).

A **special resolution** requires the approval of not less than 75% of Members present (whether in person or by proxy) and eligible to vote on the resolution.

Agenda

1. Special Resolution - adoption of new constitution

To consider and if thought fit, pass the following special resolution:

"That the document submitted to the meeting is adopted as the constitution of COTA (WA) in substitution for the present constitution of the COTA (WA) (which is repealed)."

2. Explanatory Notes

These explanatory notes have been prepared to provide members with sufficient information to assess the merits of the resolution contained in the accompanying notice of special general meeting of the COTA WA to be held at 61, The Perron Centre, Kitchener Ave, Perth WA 6100 on **Thursday 29 April 2021 from 9:00am to 10:30am AWST**.

2.1 Adoption of Constitution

Details for the rationale behind the proposed amendments to the constitution of the COTA (WA) are contained in the covering letter accompanying this notice.

2.2 Documents to be Tabled

A copy of the proposed new constitution of the COTA (WA), as well as a summary of the more material changes being proposed to the constitution are **attached** to this notice of meeting

By Order of the Board

Gerri Clay
President of the Board
Council on the Ageing WA Inc. (COTA WA)
Thursday 1 April 2021



Council on the Ageing WA Inc. ABN 79 970 893 100

Proxy Form - Special General Meeting

Appoint a Proxy				
I/we being a member of Council on the Ageing WA Inc ABN 79 970 893 100 (" COTA WA ") entitled to attend and vote at the special general meeting to be held at 61, The Perron Centre, Kitchener Avenue, Perth WA 6100 on Thursday 29 April 2021 at 9:00am to 10:30am AWST (" Meeting ") appoint:				
Yes // No		The Chairperson of the Meeting		
OR if you are NOT appointing the Chairperson as your proxy, please write the name of the person or body corporate you are appointing here:				
Name of Proxy:				
or failing this person/body corporate, or if no person/body corporate is named, the Chairperson of the Meeting as my/our proxy to vote and act generally for me/us at the Meeting and any other day to which that Meeting is adjourned or postponed.				
Where I/we have appointed the Chairperson as my/our proxy, the Chairperson intends to vote undirected proxies in favour of each resolution.				
Your Voting Directions				
*If you mark the Abstain box for a particular Item, you are directing your proxy not to vote on your behalf on a show of hands or on a poll and your votes will not be counted in determining the required majority on a poll.				
Item	Resolution	For	Against	Abstain*
1.	Adoption of new Constitution			
Signature				
Individual		Organisation Representative 1		Organisation Representative 2
		Director // Company Secretary (Delete one)		Director
Contact Name				
Contact Telephone Number				

Proxy Form Instructions

Appointment of proxy. Indicate who you wish to appoint as your proxy. If you wish to appoint the Chairperson, mark the box. If you wish to appoint another person or body corporate as your proxy, write their full name. A proxy need not be a member of the COTA (WA). If you don't write the name of a proxy, or your named proxy does not attend the meeting, the Chairperson will be your proxy.

If a person attends a meeting both as a member and as a proxy for another member, that person will only be counted once on a show of hands.

Appointment of a second proxy. You may appoint up to two proxies. A separate proxy form should be used for each proxy and COTA (WA) will provide additional proxy forms on request. You should specify the proportion or number of votes each proxy may exercise by writing it on the front of the proxy form. If you appoint two proxies and you do not specify the proportion or number of votes each proxy may exercise, each proxy may exercise half of your votes.

Voting directions. Mark one of the boxes opposite the item of business to direct your proxy how to vote. If no directions are given, the proxy may vote as the proxy thinks fit or may abstain from voting. All your votes will be voted in accordance with your direction unless you indicate that only a portion of your votes are to be voted on any item by writing a percentage in the appropriate box. If you mark more than one box on an item your vote on that item will not be valid.

Signing instructions. To be valid this form must be signed by the member. If you are joint organisation representatives, either representative may sign. If signed by the member's attorney, the power of attorney must have been previously noted by the registry or a certified copy attached to this form. If executed by a company, the form must be executed in accordance with the member's constitution and the *Corporations Act 2001 (Cth)* - please indicate the office held by signing in the appropriate place.

Lodgement of proxy form. This proxy form must be received by COTA (WA) [no later than 48 hours before the Meeting], therefore by **Close of Business AWST on Monday 26 April 2021** Proxy forms (and any power of attorney under which they are signed) may be lodged.

➤ Online dana@cotawa.org.au

➤ By mail // in person
Dana Moore
Executive Assistance to Christine, CEO
Council on the Ageing WA Inc.
P.O. Box 923 Victoria Park WA 6979
61, The Perron Centre Kitchener Avenue Victoria Park WA 6100