



## **NOTICE OF THE A.G.M.**

The COTT Annual General Meeting is scheduled for Friday 28<sup>th</sup> August 2020. COTT will inform all Members by Thursday 6<sup>th</sup> August 2020, through a notice signed by COTT's Secretary stating the date, venue, time and agenda of the meeting.

This A.G.M. notice is given, as per the COTT Bye Laws, at least 21 clear days before the date of the A.G.M. It will be sent by print media, on COTT's Social Media (Facebook and Website), via Electronic Mail to each member, by post to the Members unable to be contacted via email and also made available in hard copy at the COTT Offices for collection by members.

All Members are reminded to contact the office immediately if a notice is not received. The unintentional oversight to serve notice to any member will not reverse any decisions made at the Annual General Meeting.

## **QUORUM AT THE A.G.M.**

Subject to the Act, a quorum for the transaction of business at the A.G.M. shall be three (3) Writer Members, two (2) Publisher Members, two (2) Performer Members and two (2) Producer Members present in person, being either Members entitled to vote there at, or duly appointed Proxy Holders or representatives of the Members so entitled.

## **VOTING AT THE A.G.M.**

As a member of COTT, each eligible member is entitled to vote. Voting in the first instance must be by a show of hands. However, if a member entitled to vote requests a vote by ballot then ballot must be used. When voting by ballot, each Member or Proxy Holder shall have one vote for each type of membership.

## **THE BALLOT**

If vote by ballot is requested, the vote can be taken at once, later in the meeting or as the Chairman directs. The results based on the ballot are considered final and binding.

## **THE PROXY**

A Proxy Form is included.

In case where a Member is unable to attend the A.G.M. to cast his/her vote, he/she may authorise someone to represent him/her and cast his/her vote at the A.G.M. This person appointed does not need to be a Member of COTT and can only be authorised to execute the Member's wishes if the Member's approval is given in writing. A vote cast by the Proxy-holder is valid only at the meeting.

## **ELECTIONS OF DIRECTORS TO THE COTT BOARD OF DIRECTORS.**

This AGM, being the third annual general meeting of COTT's Board of Directors, is also an election AGM where Directors are elected by the COTT's membership to be members of the new Board of Directors.

The COTT Board shall consist of a maximum of ten (10) elected Directors comprising of four (4) Writer Directors, two (2) Publisher Directors, two (2) Performer Directors and two (2) Producer Directors.

The elections procedure from nominations between 6<sup>th</sup> - 13<sup>th</sup> August to the voting at the AGM on Friday 28<sup>th</sup> August is described in the **Election Procedure which will be given to Members on Friday 14<sup>th</sup> August.**

The Nomination Form is included.