

Dear IAASA members,

As per the advice of the Returning Officer the general guidelines for the forth coming AGM is given below.

**IAASA AGM, 25<sup>th</sup> July 2015 – General Guide lines**

**Venue: IAASA Hall, 6 Blamey Ave, Broadview, SA 5083**

- All IAASA members including new members are required to register their names and validate their membership status upon arrival at the registration counter.
- **Membership registration will start from 3.00pm and will close at 4.00pm.**  
No renewal or new membership will be accepted after 4p.m.
- Those who are not current financial members for the year 2015-16 are required to fill up the form and pay their membership fee in **cash only** at the registration counter.
- There will be 3 registration counters for the convenience of the members and additionally a separate counter for the life members.
- Every valid financial member will be provided with a wrist band which allows them to cast their vote.
- If you have registered your name at Counter no. 1, you will have to collect your ballot paper from Counter no. 1 at the polling station.
- Once the AGM is finished and the Returning officer announces the election procedure, please collect the ballot papers from the respective counter numbers where the registration was done.
- Please follow the instructions of the Returning Officer or his authorised representative.
- You will receive three different coloured Ballot papers, Orange for Presidential candidate, Green for Secretarial Candidate and White for Committee members.
- Drop Ballot papers in respective boxes once you have voted. i.e. Ballot paper for the President which is Orange colour should only be dropped in Orange box with '**President**' written on that. Similarly for Secretary and Committee members.
- Select only **one (1)** candidate for President's Position and only **one (1)** candidate for Secretary's Position by using tick (✓). Selecting more than one will be counted as null and void vote.
- Select only **six (6)** candidates for executive committee by using tick (✓). Selecting more than six candidates in one ballot paper will make the entire selection as null and void vote.