



CLYDEBANK HOUSING ASSOCIATION LIMITED

TO: Management Committee (29th June 2021)

DATE: 25.06.21

FROM: Chief Executive

REF: /LL

SUBJECT: AGM 2021 update

Per Model Rules:

- The Association will hold a general meeting known as the annual general meeting within six months of the end of each financial year of the Association (by the 30th September 2021)

Proposed date/time	Thursday 23rd September 2021 at 6.30pm/7.00pm
Declaration forms to be signed by MC	June MC meeting (last updated in October 2020)
Notice of meeting to reach shareholders (AGM packs to include signed accounts)	By Thursday 26 th August (at least 28 days' notice)
Official closure of Share register	Official closure no longer required but an application for membership will not be considered by the Committee within the period of 14 days before the date of AGM
Election report due to MC	August MC meeting
Secretary to sign letters x 2	August MC meeting
Re-election forms to MC	August MC meeting
All signed nomination forms to be received	Thursday 2 nd September (21 days before)
Last day to approve share membership applications	Thursday 9 th September (14 days before)
All proxy forms to be received	Thursday 19 th September (7 days before)
All resolutions to be received	Tuesday 21 st Sept at 5pm (2 days before)