

CALC general meeting 2024

(updated as at 15 February 2024)

Notice of general meeting in 2024 CALC conference, 14 May 2024

This email is notice was sent to all members from 7-11 February 2024.

A general meeting of CALC will occur at the 2024 CALC conference in Trelawny, Jamaica, 13-15 May 2024.

The CALC Constitution (see cl 12(5)) requires the CALC Secretary to give at least 3 months' written notice of the date and place of a general meeting of CALC.

The general meeting will occur on day 2 of the conference, 14 May 2024, and will be or include:

- Announcement of election results (electronic voting)
- Summary of office-bearers' reports (circulated in advance)
- Q&A (questions can be submitted in advance or asked on the day)

Call for nominations for positions on the CALC Council

This email is also a call for nominations for positions on the CALC Council.

Please email your nominations to Kate Hannah at calc.secretary.info@gmail.com by **midnight 14 April 2024 Central European Summer Time.**

This is a great opportunity for you to contribute to CALC's important work:

- in promoting co-operation in matters of professional interest among legislative drafters, and
- in promoting the drafting of clear and effective legislation in the Commonwealth.

The offices to be filled are the following:

Executive

President

Vice-President

Secretary

Treasurer

Non-executive (2 members for each region)

Africa

Asia

Europe

Americas

Australasia and the Pacific

Please note: A candidate should accept nomination only if willing and able to contribute effectively to Council.

A nomination must contain:

- the candidate's full name
- a statement from the candidate that they accept the nomination
- the nominator's full name
- the seconder's full name
- a statement of under 300 words relevant to the nomination

For all names, please identify first or given names and last or family name and country of residence.

You can also attach additional material if you wish.

Names of the candidates, their nominators and seconders, and any statements, will be posted on the CALC website on the [CALC Jamaica 2024](#) members' page (requires login), and also linked at calc.ngo/conferences.

They will be posted as soon as practicable after each nomination is received. Generally, this will be within 2 working days.

All nominations will be acknowledged.

If you do not receive an acknowledgement within 2 working days, please send a follow-up email to the same address (but without any attachments) and we will contact you.

I look forward to receiving your nominations.

Special resolutions – deadline for notice of any resolutions moved by members

Please also email notice of any special resolutions moved by a member (rather than by Council) to Kate Hannah at calc.secretary.info@gmail.com by **midnight 2 April 2024 Central European Summer Time**.

Please ensure that any such notice is:

- signed by at least 10 members of CALC (CALC Constitution, cl 16(1)(b)(i))
- accompanied by a statement explaining the background to, and need for, the special resolution

Any such resolution will be notified promptly, and by no later than midnight 14 April 2024 Central European Summer Time. Notification will be by posting on the CALC website at calc.ngo/conferences.

It will be considered solely "on the papers", voted on in voting week, and the results announced in the general meeting.

It will be effective only if passed by a majority of at least two-thirds of the votes cast on the resolution.

Elections – voting by personal electronic vote in 2024

The CALC Council has agreed that any elections for 2024 may be conducted electronically, and so by personal electronic vote only.

CALC Council has also made election conduct electronic voting rules.

The Constitution and election rules (as amended on 6 December 2023 to provide for electronic voting) are available at calc.ngo/constitution-and-rules.

Any needed ballots will be conducted using online survey software. Details will be confirmed soon.

To prepare for your personal electronic voting, check you can log in and go to the Members' Area on the CALC website <https://calc.ngo/>.

To be sent a new password, click on “Forgot your password?”. (Requires a valid email you can access)

To update your details (for example, your email address), log in and follow the [instructions linked in the Contact Us page](#).

Any needed ballots will be conducted in line with the following timetable:

Date	Event
3 months before 14 February 2024	Last day for Secretary to give notice of meeting.
6 weeks before 2 April 2024	Last day for member to give notice of special resolution (if any), which Secretary must notify at least 1 month before meeting.
5 weeks before 9 April 2024	Last day for receipt by Secretary of nominations for offices.
5 weeks before 9 April 2024	Nominations and supporting information to be put on the CALC website under CALC Election Rule 2(1) and (2). If insufficient nominees under CALC Election Rule 3, that rule is modified so further nominations are called for immediately (not at the meeting itself) and no later than 3 weeks before meeting.
1 month before 14 April 2024	Last day for Council to give notice of special resolutions (if any) and for notification of any special resolutions moved by a member.
3 weeks before 23 April 2024	Last day for receipt by Secretary of nominations for offices called for under CALC Election Rule 3 (as modified). CALC Election Rule 2 applies to these nominations.

3 weeks before 23 April 2024 to end of 29 April 2024	Voting period (1 week).
2 weeks before 30 April 2024 to 13 May 2024	Vote checking period (2 weeks).
Date of meeting 14 May 2024	Meeting – checked results announced.

Closer to voting week, CALC members will be emailed a reminder to vote and information on how to cast a personal electronic vote.

Please check that the email CALC has for you is correct so you can take part in the elections. You should also have received an email notice from calc.secretary.info@gmail.com (please check your junk folder and security settings if you did not receive it).