

National Federation of Tenant Management Organisations Ltd Annual General Meeting - 2024

The Annual General Meeting of the NFTMO will take place at **18.00** on **Wednesday 17th July 2024**. The meeting will take place online using the Zoom platform.

The agenda for the meeting is as follows: -

1. Apologies
2. Minutes of last AGM
3. Chairperson's Report
4. Finance Report and Accounts
5. Appointment of an Auditor
6. Fixing of Annual Subscriptions
7. Elections and Co-options to the Executive Committee.

Members are reminded that each TMO attending should choose one of its delegates to act and vote on behalf of the TMO at the Annual General Meeting. (There is no limit on the number of people from your TMO who may attend the meeting but only one person may vote.)

Proxy votes are permitted by advance arrangement. Any such request must be submitted no later than Friday 12th July 2024.

All decisions will be agreed by the majority of voting members present.

NOMINATIONS FOR THE NFTMO NATIONAL EXECUTIVE COMMITTEE

To keep the good work of the Federation going we need a thriving and active Executive Committee, and we want to appoint new members to fill the vacancies on the Executive at this year's Annual General Meeting. If your TMO has somebody that can make a positive contribution at the national level, then please nominate them. Each member TMO can only have one person elected to the Executive.

The Executive Committee is the body that manages the National Federation of TMOs. The rules of the National Federation say that the Executive Committee may include up to 9 representatives from the TMOs in the South region and up to a further 12 TMO representatives, in total, from the remaining regions of the country. The Federation is a voluntary and not-for-profit organisation, so committee members are not paid, but reasonable out of pocket expenses (e.g., travel costs) are reimbursed.

Executive Committee meetings take place during the day, normally on Tuesdays, and are held every two months (an occasional ad hoc meeting may be scheduled in addition to these if required). The meetings start at 11.00 and finish by 13.00.

Meetings are held through Zoom, so no travel is required, except for a residential weekend in November on a Friday/Saturday. A full list of meetings for the year are agreed every January.

In the interests of maintaining a balanced committee we would particularly welcome nominations that will increase our desire to be a diverse, representative body.

NOMINATIONS TO THE NATIONAL EXECUTIVE COMMITTEE — RULES AND PROCEDURES

Please use the attached nomination form and return by 5pm. Friday 12th July 2024.

No more than one person from any TMO may serve on the Executive Committee at a time. TMOs that already have a member on the Executive Committee cannot therefore nominate a second person from their TMO.

The TMO is free to nominate either a TMO member or a paid TMO worker (e.g. the TMO estate manager) although the Federation would like nominations of TMO members where possible.

Nominated persons must be aged eighteen years or over and must not be prohibited by law from serving as a company director. The nominating TMO must be a Federation member.

A short biography of the nominated person will need to be presented to the AGM and will need to be forwarded to the NFTMO at least 2 days before the AGM.

If they do attend the AGM, the nominated person must also be the person delegated to act and vote on behalf of their TMO (see AGM notice).

Elections will take place at the AGM if the number of nominations for any region exceeds the number of vacant places for that region. If the number of nominations for a region is equal to or less than the number of vacancies for that region, then those valid nominees will be deemed to have been elected.