



SRI GURU NANAK SATSANG SABHA

ABN: 45 005 977 837

127 Whitehorse Road, Blackburn VIC 3130

Rules and Code of Conduct at an AGM

Members must register their attendance before taking their seats in the hall. Please arrive early to allow sufficient time for registration. The Registration Desk will be open from 10.30 am and close at 11.00 am. Late arrivals will not be permitted to enter.

FIRST- please obtain your ENTRY & VOTING card to enter the Hall. To do so produce photo ID such as Driver's Licence or passport at the registration desk.

If you are a Proxy Holder, the relevant Entry & Vote card for valid proxies will be issued to you by the Returning Officer in the Hall. Please note that for a proxy to be valid, the instructions on the Proxy Form issued to members must be strictly adhered to.

SECOND - please show your Entry & Voting card to the marshals at the entrance door, who will record your entry.

Only members who have properly registered will be admitted into the meeting hall. Proxy Holders must also be members as stated on the Proxy Form.

No person, other than Chairperson/Company Secretary shall enter into any communication with the Returning Officer or his staff.

Upon entering please take your seat. The Chairperson will call the meeting to order and open the proceedings at 11.00 am sharp. In accordance with the Constitution, the Chairperson of the committee will chair the meeting. The Returning Officer will advise the Chairman of the level of attendance for a quorum in accordance with the Constitution. Members must behave with proper decorum and order. No shouting, violence or disruptive behaviour will be tolerated. Any member causing a commotion, disruption, shouting, speaking out of order, causing any other interference or behaving in a threatening manner will be called to order by the Chairperson. If the relevant person fails to act in accordance with the Chairperson's directions, that person will be ordered to leave or be removed by the Chairperson.

NO FOODS or DRINKS IN THE HALL, PLEASE

The Chairperson shall have control of the proceedings. The Chairperson's ruling on all points of order shall be final. The Chairperson may consult the legal adviser/s before making a determination. Any member disobeying the Chair's ruling may be removed from the meeting, and shall not be allowed to re-enter.

Conduct of proceedings will be in English.

Once entry is made, re-entry will only be permitted on presentation of a valid EXIT CARD. These procedures are to ensure a fair and proper conduct of the meeting for the benefit of all.

Thank you.