**18 September 2015**

**TO: EQUESTRIAN VICTORIA INC MEMBERS**

**NOTICES OF MOTION**

1. In accordance with clause 23.2 of the Equestrian Victoria Constitution (**Constitution**) Members entitled to vote may submit notices of motion for inclusion in the agenda as special business at the **2015 Annual General Meeting** to be held at 7.00pm Old Admin Building, Werribee Park National Equestrian Centre, 170 K Road, Werribee Vic 3030 on **Wednesday 28 October 2015**.
2. Any notice of motion submitted must relate to a matter which is expressed in the Constitution to be a right or power of the Members in General Meeting. Further, where the subject of a notice of motion relates to a matter which is not expressly stated in the Constitution or the Association Incorporation Reform Act 2012 (Vic) to be a right or power of the Members at a General Meeting, it will not be considered a valid notice of motion and will not be included as special business at a General Meeting.

1. The notice of motion must be completed using the form provided in the Appendix. To be included in the agenda any notice of motion must be received in accordance with the Equestrian Victoria Constitution and using the attached form.
2. The notice must (a) be in writing, (b) set out the wording of the proposed resolution and (c) be signed by the members proposing to move the resolution.
3. The properly completed notice of motion must be received by the CEO **no later than close of business on Monday 28 September 2015** being no less than 30 days prior to the Annual General Meeting.

Formal notice of the annual general meeting details and other information will be distributed in accordance with the Equestrian Victoria Constitution.

**Greg Pratt, CEO Equestrian Victoria**

**Appendix**

**notice of motion**

**2015 annual general meeting**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (*name*)

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (*address*)

being a member of Equestrian Victoria Inc, in accordance with clause 23.2 of the Equestrian Victoria constitution hereby submit the below notice of motion for voting at the Annual General Meeting to be held on 28 October 2015. The motion submitted is as follows:

Move that, [**provide details of notice of motion submitted**]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature of member submitting motion*

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Note: All notice of motion(s) must be received by the CEO no later than close of business on **Monday 28 September 2015** being no less than 30 days prior to the Annual General Meeting.

This form can be returned to the CEO by the following means:

* [insert email];
* [insert fax]; or
* [insert postal address]