



GENERAL MEETING OF MEMBERS

LA TROBE STUDENT ASSOCIATION (LTSA) LTD.

ABN: 55 644 397 160

FRIDAY 8TH OCTOBER 2021 AT 10AM

INSTRUCTIONS FOR MEMBERS ATTENDING THE MEETING

1. Read the Notice of Meeting

The Notice of Meeting sets out the business of the meeting, which members are being asked to vote on during the live Members' meeting. Members will be attending the General Meeting **via Zoom** only owing to Victorian lockdowns which were in place at the date and time of the meeting.

2. Registration to the meeting

LTSA has arranged for an external organisation, TrueVote, to manage voting at the General Meeting. The way this works is members will join the meeting via Zoom. LTSA will manage the registration process. When it comes to voting, TrueVote will collect your vote through a separate online portal. **You will need to have access to your email that you used to register with LTSA and the internet to vote. Only current student members of LTSA are eligible to vote at this meeting.** You will need to register to attend the meeting via the following instructions. You may wish to print a copy of these instructions out as you progress through the steps.

Via Zoom

Register for the meeting via this [link](#). Once you have registered, you will receive a confirmation email which will provide you with a link to the meeting. Registrations will close two days out from the meeting at 10am 6th October 2021. This allows the member register to be crossed checked to registrations.

3. Joining the meeting

On the day of the meeting, you can access the zoom link via your calendar (if you added the meeting to your calendar) or via the link in the email you received confirming your registration.

4. During the meeting

If you wish to speak for or against the motion/s, then you must register as a speaker with the Secretary prior to the meeting taking place and prior to registrations closing at 10am 6th October 2021. This can be done via email at 20206784@students.latrobe.edu.au. Whilst the Chair will try to support additional speakers during the meeting, it may not be possible to get to all speakers in the time frame allocated for the meeting.

5. How to vote

Voting at the meeting is made through the TrueVote portal. TrueVote will send you details via email on how to vote at the meeting.

If you are holding a proxy for another member, you will also receive a separate link for their vote. **You will need to have access to your email and the internet to vote.**

At the point a resolution is raised your vote can be cast directly during the live meeting in the following way:

- a) Click the link at the bottom of the email page sent to you from TrueVote to access your ballot screen.
- b) Follow the instructions to cast your vote.
- c) Each resolution is on a separate page and you will move through each page and each resolution as it is raised at the meeting.
- d) When you have voted on all resolutions, click the submit button on the last page.
- e) After clicking on the submit button you will receive an on-screen receipt that you have voted successfully.

6. Votes by Proxy

If you are unable to join the meeting, you may appoint a proxy. This means your proxy will receive a separate link to vote on your behalf at the meeting.

Members who wish to nominate a proxy may do so by downloading and completing the **proxy form** and returning it to the Secretary by email to 20206784@students.latrobe.edu.au **no later than 48 hours** prior to the start of the meeting.

7. Support

If you need any assistance prior to the meeting regarding accessing Zoom please call Jenna Boyd, Secretary, on 0409 596 413. Please call as soon as practicable to limit any backlogs before the meeting.

8. Privacy

TrueVote uses your personal information to conduct this ballot. To read more about TrueVote's privacy policy please go to www.truevote.com.au/Home/Privacy