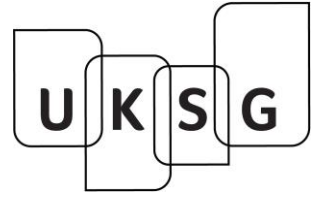


ANNUAL GENERAL MEETING



The next Annual General Meeting of the members of UKSG will be held online at 3pm GMT on Tuesday 29 March.

Notice

An official notice comprising the ordinary business to be covered will be sent to members at least 14 clear days before the meeting.

Questions

Any questions to be asked at the AGM can be submitted by e-mail to the Company Secretary [bev@uksq.org] by Tuesday 15th March 2022, or live online at the event.

Committee Nominations

Nominations are sought for the impending vacancies on the Board for **THREE Committee Members**.

An information sheet for nominees and a nomination form can be found on the UKSG AGM web page [www.uksq.org/agm]. Nominations must reach the Company Secretary by **Tuesday 1 March 2022**, signed by two UKSG members (i.e. from different member organisations) and by the nominee as confirmation of his/her consent to stand for election. In accordance with the Articles of Association **only one nominee per member organisation may stand**. The nomination must be supported by a 150-word third-person biography of the nominee. Details of the nominees and how to vote are available on the UKSG website at <https://www.uksq.org/agm>

Voting for Committee Members

In accordance with the Articles of Association only **one person per member organisation** is entitled to vote. This person should be the **Authorised Representative**. Please refer to the information sheet on Authorised Representatives and the entitlement to vote which can be found on the UKSG AGM web page [www.uksq.org/agm]. If UKSG does not currently have a signed consent form from you a blank one is available here: <https://www.uksq.org/agm/authorisedrepform> . **Please note that failure to appoint an Authorised Representative does not render your UKSG membership invalid but it does preclude you from voting on UKSG matters.** In order to register your right to vote please fill in and return the consent form by **Tuesday 1 March 2022**.

Bev Acreman, Company Secretary, UKSG

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February 2022