



22nd ANNUAL GENERAL MEETING STANDING ORDERS

In Accordance with the COVID-19 (Temporary Measures) Act 2020
Alternative Arrangements for Meetings of Co-operative Societies

1. A general meeting of members of a co-operative society, or a meeting of delegates of a co-operative society, may be convened, held, or conducted whether wholly or partly, by electronic means.
2. A co-operative society may provide that a member or delegate may only attend a meeting by observing and listening to the proceedings of the meeting by electronic means if access to both an audio broadcast and audio-visual broadcast is provided to the member or delegate.
3. A co-operative society may require a member or delegate, before the meeting, to send to the chairman of the meeting, by post or electronic mail, the matters which the member or delegate wishes to raise at the meeting, and each such matter, if substantial and relevant and sent within a reasonable time before the meeting, is to be responded to at or before the meeting by electronic responses.
4. A member or delegate is deemed to be present at a meeting if the member or delegate has appointed the chairman of the meeting as the member's or delegate's proxy to attend, speak and vote at the meeting, and the relevant quorum requirements are to be determined by the voting instructions and proxies submitted by the members or delegates prior to the commencement of the meeting.
5. A co-operative society may require a member to appoint the chairman of the meeting as the member's proxy to vote at the meeting by depositing with the co-operative society an instrument of appointment by post, or by electronic mail to an electronic mail address stated in the notice of the meeting. A member may not vote at the meeting otherwise than by way of appointing the chairman of the meeting as the member's proxy.
6. A document required to be laid or produced before a meeting may be so laid or produced by being:
 - (a) Sent with the notice of the meeting; or
 - (b) Published at an online location, the address of which is provided with the notice of the meeting, or on the website of the co-operative society.**