



Ciarb Annual General Meeting 2024

On Thursday, 19 September 2024

Dear Member,

NOTICE IS HEREBY GIVEN that the Annual General Meeting (AGM) of the Chartered Institute of Arbitrators will be held online at 16:00 hours GMT+1 on Thursday, 19 September 2024.

Catherine Dixon

Chief Executive Officer

By Order of the Trustees

Agenda

1. To receive apologies for absence.
2. To approve the Minutes of the Annual General Meeting held on 14 September 2023.
3. To consider, and if thought appropriate, adopt the Annual Report and Accounts for the year ended December 2023.
5. To authorise the Trustees to fix the remuneration of the auditors.
6. Any other business.

Matters of importance:

1. **Subscriptions** – Only Voting members (Associates, Members and Fellows) who have paid their 2024 subscription fees in full and completed their Annual Declaration are entitled to vote at the AGM. Should you have any queries about your membership payment, please contact our team by email at memberpayments@ciarb.org.
2. **Non-Voting Members** – The following groups of members which fall under this category are entitled to attend the AGM but not vote: Honorary Fellows, Student members, Retired members, and any other members who have not paid their 2024 subscription fees in full and/or not completed their Annual Declaration.

3. **Registration** – If you wish to attend the AGM please [register through this link](#). Upon registration you will receive meeting access details. This link is unique to you and should not be shared with any other person. Registration closes on Tuesday 17 September at 16:00 GMT+1.

4. **Documents** – All documents relative to this meeting will be available through your MyCiarb account 21 days before the meeting. If you created a MyCiarb account before May 2024, you must reactivate it. To do this, go to [Ciarb's website](#), click on 'Login/Register', scroll down and click on 'Sign up now', enter the email address you originally registered with and follow the on-screen prompts. Please refer to this [step-by-step guide](#). If you experience difficulties, please contact us at memberservices@ciarb.org.

No member save with the consent of the Chair of the meeting may bring any matter before the meeting unless they have given **not less than fourteen days' notice in writing to the Chief Executive Officer** of their intention to raise the matter (Bye-Law 19.2). Notice in writing includes notice given by email which should be sent marked for the attention of the Chief Executive Officer to governance@ciarb.org.