

Notice of the 90th Annual General Meeting of the Society for Applied Microbiology

Time and date: 15 July 2021, 4.45pm.

To be held online – booking information is on the SfAM website [here](#)

- 1) Apologies for absence
- 2) Minutes of the previous meeting
To approve minutes of the 89th Annual General Meeting held online on July 16th 2020; published in the September 2020 issue of *Microbiologist*, and consider matters arising from these minutes
- 3) Report and Accounts
To receive and consider the 2020 Annual Report and Accounts
- 4) Auditors
To re-appoint Peters Elworthy & Moore as the Society's auditors.
- 5) Auditors' remuneration
To authorise the trustees to set the level of the auditors' fees.
- 6) SfAM Rules
To receive an update on the creation of a set of Rules to accompany SfAM's Articles of Association
- 7) Scientific Programmes Secretary
To receive an update on the role of the Scientific Programmes Secretary for another year
- 8) Election and appointment of trustees
To agree the following resolution: That the appointment of the candidates selected for trustee positions by the members through an online ballot held between 4 June 2021 and 25 June 2021, be approved
To note the appointment of a General Secretary, following the retirement of the previous General Secretary
- 9) Any other business
To ensure the meeting keeps to time, items of any other business must be raised with the General Secretary at least 24 hours before the start of the meeting. Email: **communications@sfam.org.uk**

Proxy Notice

90th AGM Proxy voting form

Before completing this form, please read the explanatory notes overleaf.

Your name	Your address

I, being a Member of the Charity, appoint:

the Chair of the meeting

OR

the following person¹:

as my proxy to exercise all or any of my rights to attend, speak and vote on my behalf at the Annual General Meeting of the Charity to be held virtually on 15 July 2021, 4.45pm and at any adjourned meeting.

I direct my proxy to vote on the following resolutions as I have indicated by marking the appropriate box with an 'X'. If no indication is given, my proxy will vote or abstain from voting at his or her discretion and I authorise my proxy to vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is properly put before the meeting.

Ordinary Resolutions	For	Against	Abstain
To approve the minutes of the 89th Annual General Meeting			
To receive and consider the accounts and report of the Trustees of the Charity for 2020			
To re-appoint Peters Elworthy & Moore as the Society's auditors.			
To authorise the trustees to set the level of the auditors' fees.			
To confirm the election of new trustees, as indicated by previous online ballot of Members			

Signature (type or draw your name)	Date

¹ Please delete where necessary

Notes to the proxy form

1. As a Member of the Charity, you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at a general meeting of the Charity.
2. Appointment of a proxy does not preclude you from attending the meeting and voting in person. If you have appointed a proxy and attend the meeting in person, your proxy appointment will automatically be cancelled.
3. A proxy does not need to be a Member of the Charity but must attend the meeting to represent you.
4. To appoint as your proxy a person other than the Chair of the meeting, insert their full name on the form. If you sign and return this proxy form with no name inserted in the box, the Chair of the meeting will be deemed to be your proxy. Where you appoint as your proxy someone other than the Chair, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions. If you wish your proxy to speak on your behalf, you will need to appoint someone other than the Chair and give them the relevant instructions directly.
5. To direct your proxy how to vote on the resolutions mark the appropriate box with an 'X'. If no voting indication is given, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the meeting.
6. To appoint a proxy, the proxy form must be completed, signed and emailed to Proxy@sfam.org.uk, to be received by the Society no later than 4.45pm on July 14th 2021 (Please email proxy@sfam.org.uk if you have any questions about how to do this)
7. If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence.

You should keep a copy for your records, and give a copy to your proxy.