

May 20, 2020

NOTE TO MEMBERS ON THE ADOPTION OF REGULATIONS FOR VIRTUAL GENERAL MEETINGS

You are no doubt aware that the Government of the Republic of Trinidad and Tobago on March 13, 2020 issued public health advisories which have placed restrictions on public gatherings. One consequence of this has been the postponement of the Institute's Annual General Meeting which was scheduled for March 24, 2020. Council has since requested and obtained legal advice as to whether ICATT may convene a virtual meeting during the period of the public health restrictions and whether such a meeting may be permissible under the current Rules and Regulations of ICATT.

The advice in essence states that public policy favours the interpretation of ICATT Rules 10.1.1, 10.4.1 and 10.4.2 to provide for the holding of a virtual annual general meeting. This is because firstly, the rules do not specifically prohibit the holding of a virtual meeting and secondly, the interests of members of the Institute, in convening the annual general meeting, urgently requires the holding of a virtual meeting considering that an in-person meeting is not currently possible. ICATT is further advised that the introduction of virtual meetings will ensure that general meetings can be held notwithstanding the gathering restrictions currently in place or any other future impediment to in-person meetings. In essence, virtual meetings will guarantee the continuance of the business of the Institute.

The Council of ICATT at its May meeting approved the adoption of Draft Regulations to give effect to its decision to cater for the hosting of virtual meetings and that the approved Regulations be circulated to the general membership for adoption. In accordance with the Rules and Regulations 2018, Rule 7.1 (a), the proposed draft Regulations shall become binding on the general membership after 30 days' clear notice of their being circulated to members, i.e. Monday June 22, 2020.

PROCEDURES FOR VIRTUAL MEETINGS:

1. All members will receive a notice for the meeting 14 days prior to the date set for the meeting
2. To be eligible to join the meeting, members shall be required to register at least thirty (30) minutes in advance so as to confirm their attendance to login.
3. On the day of the virtual meeting, the electronic platform will be available for login at least 15 minutes before the start of the meetings. Members may use any electronic device: desktop computer, laptop, tablet, phone iOS/android.
4. In order to be entitled to vote at a VGM, all outstanding subscriptions and sums payable to the Institute must be received by the Secretariat one (1) working day preceding the date of the meeting.
5. Where members wish to attend a VGM, votes in respect of resolutions to be discussed shall be cast electronically on or before 12.00 noon of the second day preceding the date set for holding the meeting. Within the VGM, the online voting platform will be reopened at an appropriate time to allow eligible members present to vote for resolutions proposed for adoption.
6. At the start of the meeting, a quorum will be announced. The initial and continued presence of a quorum of at least 25 is required; this will be ascertained electronically.
7. At the VGM, having discussed the circulated agenda, eligible members shall be invited to vote. The Chairman shall notify the eligible members when the online voting platform is reopened and shall state the time to be allowed for voting. At the end of the allotted time, voting shall be closed.
8. When the voting process is concluded, the Scrutineer shall notify the Chairman of the outcome in respect of all items voted upon. The Chairman shall announce the voting result. The announcement shall include the number of members voting for and against each Resolution raised and the number of any abstentions. A member who was in attendance at the VGM but chose not to vote shall be deemed as having abstained.
9. Once all the items of the agenda are discussed, the meeting will be duly closed.