

AEB Annual General Meeting (AGM) 2010
22 April 2010
Timetable for Preparation and Required Actions

	Days before the AGM	Action	Responsibilities	Article in Charter (C)/Committee Rules (CR)
19.2.2010 – 23.3.2010	About 62 To 29 days	EB to make final decisions <ul style="list-style-type: none"> ▪ Agenda for the AGM ▪ Charter – if any changes ▪ Finalise 2009 financial reports ▪ Approve 2011 budget ▪ Approve Annual Report 2009 (without financial audit info, if necessary) ▪ Approve candidate for the AEB CEO position 	CEO and EB	
26.2.2010	55	The coordinator circulates the date for elections and requests all committee members to submit nominations; committee coordinator e-mails all committee members from companies with more than one member in the committee asking for name of a single voting representative	Committee Coordinators	(CR) point 8
26.2.2010 - 09.3.2010	55 - 44	Committee members submit nominations by e-mail to CEO with a copy to coordinator	Committee members CEO Committee Coordinators	(CR) point 8
26.2.2010 - 12.3.2010	55 - 41	Coordinators obtain confirmation of candidacy from nominees for every committee	Committee Coordinators	(CR) point 8
15.3.2010	38	CEO confirms list of nominations with coordinator Coordinator sends e-mail ballot with candidates listed in alphabetical order of surname to all committee members	CEO Committee Coordinators	(CR) point 8
16.3.2010 - 26.3.2010	37 - 27	Committee members send their e-mail ballot to the CEO with a copy to coordinator	Committee members CEO Committee Coordinators	(CR) point 8

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23.3.2010	30	Send official notice and agenda of AGM to Members (include location, time, and agenda), request nomination of candidates for all seats on the Executive Board (EB), Council of National Representatives (CNR) and Audit Commission (AC)	CEO and EB	(C) 6.1.10, (C) 5.2.2
24.3.2010 - 02.4.2010	29 - 19	AEB members send nominations to the AEB office for EB, CNR, AC (Members have 10 days to respond).	Members	(C) 6.1.10
30.3.2010	23	Coordinators, with a copy to the CEO, will send committee members a list of all members who have submitted votes to ensure no votes have been lost (e.g. undelivered e-mails) votes received per nominee will not be specified	Committee Coordinators	(CR) point 8
30.3.2010 - 21.4.2010	23 - 1	Phone calls from AEB office to Members asking for confirmations of participation, or delegation of vote. (Need to have at least 50% of members represented in person or by proxy)	all of AEB office	
01.4.2010	21	Reminder about the deadline for nomination for EB, CNR and AC as well as the list of the chosen Committee chairpersons should be sent to AEB members	COO, Committee coordinators	
07.4.2010 - 08.4.2010	15 - 14	Compile lists of nominated candidates for EB, CNR and AC.	CEO	
08.4.2010	14	Send confirmation form of participation and of proxy as well as ballots for CNR elections and lists of candidates for EB and AC to the members as well as modified agenda of the AGM	CEO	(C) 5.1 (C) 6.1.10 (C) 7.1
08.4.2010 - 18.4.2010	14 - 4	Members will have 10 days to respond for CNR elections. (Those receiving the most votes will be presented at the AGM for ratification.)	Members	(C) 6.1.10

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07.4.2010 – 21.4.2010	15 - 1	Phone calls from AEB office to Members asking for confirmations of participation, or delegation of vote. (Need to have at least 50% of members represented in person or by proxy)	all of AEB office	
08.4.2010	14	Changes to the Charter, message from CNR and AC on the financial activities, corporate governance, and on other important issues concerning the management of the AEB to AEB Members to be sent to Members	CEO	(C) 5.2.2 (CR) point 8
14.4.2010	8	Send reminder about the AGM	COO	
19.4.2010	3	Send list of chosen CNR members to the AEB members	COO	(C) 6.1.10
22.4.2010	0	AGM (Decisions ratified by members must have simple or 2/3 of the vote) (Need to choose a Secretary)		(C) 5.1 (C) 5.2.7 (C) 5.2.8
6.5.2010	+ 14	Minutes of AGM to be prepared and signed by the Chairman of the CNR	CEO Chairman of the AGM	(C) 5.2.5
20.5.2010	+30	Minutes of AGM to be sent to members (together with approved Annual Report)	CEO	(C) 5.2.5