

Kalk Bay and St James SRA NPC

Annual General Meeting: 26 October 2020

COVID 19: Meeting Protocol

In compliance with regulations promulgated by the Government on 18 and 20 September 2020 under the Disaster Management Act the following rules will apply to the AGM to be held on 26 October 2020:

- The Community Hall will be sanitized on the day of the meeting and hand sanitizer spray will be provided for compulsory use by attendees prior to entering the Community Hall.
- All attendees will be required to wear a face mask when entering the Community Hall and at all times during the meeting.
- All attendees must maintain a distance of least one and a half meters from each other at all times.
- Attendance is limited to no more than 50% of the capacity of the hall. In order to ensure compliance with the personal safety distance of 1.5 meters and provide for attendance by City and Law Enforcement officers, attendance by members, residents and businesses is limited to 40 people.
- All members, residents or business owners wishing to attend the AGM are required to reserve a seat by sending an email request to Gail Daniels, the SRA Manager at manager@kalkbaystjamesra.org or phoning her on 079 609 1172. Seats will be reserved on a first come first serve basis.
- Members who do not intend or are unable to attend the AGM are requested to provide a signed proxy for any person to attend the AGM and vote on his/her behalf. The proxy form is available on www.kalkbaystjamesra.org or at the SRA office. The completed and signed proxy form must be returned to the SRA, either as a PDF attachment to an e-mail or by delivery to the SRA office, no later than 24 hours before the AGM, failing which it shall not be valid. A proxy need not be a member of the Company. Members and proxies will be required to provide satisfactory identification to verify their right to vote at the meeting.
- Attendees are requested to print and bring their own copies of meeting documents with them to the meeting as no copies will be provided. Attendees are also requested to bring their own pens for signing the attendance register.