



## INSTRUCTIONS FOR PARTICIPATION IN THE GENERAL ASSEMBLY MEETING

*Wednesday, June 29, 2016, RAMADA Hotel (Lesendro Hall)*

*11:00 a.m. to 12.30 p.m.*

### NOMINATION RULES:

- Nominations are only to be made by the authorized representative of an AmCham Montenegro member company, organization, or any individual members.
- Nominees must all be employees of an AmCham Montenegro member company.
- Only one person per company may be nominated for a Board position.
- Authorized representatives are allowed to nominate themselves.
- AmCham members may nominate an individual from another AmCham member company.
  - In this case, the individual who has been nominated must endorse their nomination by the close of the nomination period\*. Nominations will be voided if an endorsed nomination is not received by the AmCham Executive Office by the stipulated deadline.
- **Nominations and nomination acceptances must be submitted to AmCham Montenegro via fax +382 20 621 628, or email [info@amcham.me](mailto:info@amcham.me) by 16:00 hrs on Monday, June 20, 2016.**
- A nomination form is included in this packet. Please print and fill out a separate form for each nomination.
- All confirmed candidates will be required to submit a biography (up to 200 words) and a short statement about why he/she is running for the position. Motivation statements and biographies from Board of Governors candidates should be submitted to the Executive Office by **Wednesday, June 22, 2016 at 12:00 hrs.**

### ELECTIONS:

The General Assembly will elect two (2) individuals to become part of the Board of Governors. After that, according to the Article 4.7 of the AmCham Bylaws, the Board of governors on the next Board meeting will elect the following vacant positions:

- Secretary - Treasurer
- Untitled Governor

According to the AmCham Bylaws, it is not necessary that nominating parties specify for which position on the Board of Governors they will nominate either themselves or another person.

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\* AmCham's Executive Office will inform all nominated individuals about their nomination as soon as possible.

**DESIGNATED VOTER:**

Each Member Company may choose one (1) designated representative who will be authorized to vote at the General Assembly Meeting. If the person is not already entered into the AmCham registry as the person authorized to represent the company, then he/she is obliged, prior to the commencement of the session of the General Assembly Meeting, to submit to AmCham Montenegro a Power-of-Attorney that is duly issued by the person authorized for representation. This Power-of-Attorney must state that the Designated Representative is authorized to participate in the work of and to vote at the General Assembly Meeting. Sample text for the Power-of-Attorney is included in this packet.

**Please submit the name of your Designated Representative, whether he/she is entered into the company registry as a person authorized to represent the company or he/she is granted the Power-of-Attorney, to the AmCham Executive Office by Monday, June 27, 2016 (16:00 hrs) via email [info@amcham.me](mailto:info@amcham.me), or via fax +382 20 621 628.**

- Send a confirmation to the AmCham office of all non-voting people who will participate as an observer at the General Assembly meeting by Monday, June 27, 2016.
- According to the Article 3.6 of the AmCham By-Laws on General Assembly Meeting Voting: Each Patron Member has four (4) votes; Corporate Members have three (3) votes; Business Members have two (2) votes; Individual Members have one (1) vote; Each NGO Member has one (1) vote; Non-Resident Members have no voting privileges.

**Please note:**

According to the Article 2.1 of the AmCham By-Laws, only members in good standing are allowed to nominate people to the Board of Governors; to accept nominations; and to have the right to vote at the General Assembly Meetings. *A member in good standing has submitted all required application documents; has been approved by the Board of Governors and has paid the membership dues.* **If you are not certain whether or not your membership is in good standing, please contact the AmCham office.**