**CIBSE <region name> Region AGM <year>**

**Date:**   
**Location:**

The CIBSE <region name> Region invites you to attend its Annual Meeting on   
  
In accordance with the Institution’s rules, all Officers and one half of the committee shall retire at each AGM. Retiring Officers and committee members are available for re-election.

The current committee nominates the following persons for the vacancies about to occur:

**Officer Nominations**  
Chair Name  
Vice Chair Name  
Hon Secretary Name  
Hon Treasurer Name

**Committee Nominations**  
Social Secretary Name  
Webmaster Name  
Membership Officer Name  
Education Champion Name  
*etc, etc*

The membership is invited to submit additional nominations in writing *(including electronic communication)* to the Honorary Secretary, within 14 days of receipt of this communication. The nominations shall be accompanied by the written consent of the nominees, to accept office if elected.

Should there be more nominations than positions available, a ballot will be held. Please submit any nominations to

Kind regards