Dear Members,

This follows on my email of 15th November and we can now advise that the Secretariat has determined that the postponed AGM can be carried out by email. Our legal advisor has confirmed that this action is not ultra vires and it will bring us into compliance with the obligation to hold an annual AGM. We apologise for the very short notice.

As the Agenda and Meeting Papers have already been circulated to all Members these will not be sent out again. Instead we are only sending you a short briefing note and a revised voting form which contains one additional proposal

**POSTPONED 2019 AGM OF THE INTERNATIONAL SPILL CONTROL ORGANIZATION**

Briefing Note

ISCO recognises that holding an AGM by email is not a good substitute for a face-to-face meeting of Members but under the circumstances and time limitation there is no other option. Looking forwards, our aim will be to retain the traditional AGM format wherever possible but within a revised constitution we would like to include an option to hold an AGM by email if it is not possible to follow our usual practice.

The proposed motions to be voted on remain unchanged apart from an additional Proposal 9 to allow the holding of an AGM by email if this becomes necessary. In such an eventuality, the proposed procedure would be as follows.

(1) A Notice of Meeting, Agenda and other Meeting Papers will be sent out in the usual way.

(2) Members will be invited to comment on matters raised and/or to raise any other issues they would like to be considered by the Executive Committee. A time limit will be given for receipt of responses.

(3) After receipt of responses, the Secretariat will circulate to Members a summary of comments received together with a voting form to allow Members to indicate their views for/against proposals drafted by the Secretariat. A time limit will be given for receipt of voting forms.

(4) Members will be advised of the result of the voting and the Secretariat will progress implementation of proposals approved by Members. For implementation of proposals a simple majority vote in favour of each proposal will be required.

Action Required

* You are invited to comment on matters raised and/or to raise any other issues you would like to be considered by the Executive Committee. Responses should be sent to the Secretariat no later than Monday 9th December 2019.
* The Secretariat will send you a summary of comments received from Members no later than Friday 13th December 2019.
* Members are requested to complete the amended voting form and send it to the Secretariat by Monday 23rd December 2019.
* The results of the voting will be sent out to Members by email no later than Friday 28th December 2019

**FORM OF PROXY**

I, being a full Member in good standing, or in my capacity as the authorised representative of a corporation or other entity that is a full Member in good standing of the International Spill Control Organization, hereby appoint the Secretary as my proxy to vote on my behalf in the 2019 Annual General Meeting being held by email.

I hereby instruct the proxy to vote on the under mentioned resolutions as I have indicated below.

 FOR AGAINST

1. To approve the Minutes of the 2018 AGM □ □
2. To accept the Secretary’s Report □ □
3. To accept the Financial Report □ □
4. To reconfirm Kleinman Graham as independent auditors. □ □
5. To re-elect Members of the Executive Committee □ □
6. To instruct the Executive Committee to finalise a draft of a

Revised ISCO Constitution, taking into account the Expressed

Views of Members. □ □

1. To allow the Executive Committee to progress the

implementation of a Revised Final Draft of the ISCO Constitution after its approval by Members. □ □

1. Because General Meetings are normally held on an annual basis

the Executive Committee proposes that in the future members

may be consulted between AGMs and invited to cast their votes by

email in regard to matters that require Members’ agreement. The

objective is to take advantage of modern technology and avoid

undue delay in decision-making. □ □

1. In addition, it is proposed that the Secretariat be authorised to hold

AGMs by email in the event that circumstances make it impossible

or very difficult to follow the usual procedure. □ □

Signed: Date:

Name (PLEASE PRINT)

**This Voting Form should be printed out, completed, scanned and submitted by email.**

**Completed voting forms should be sent to** **john.mcmurtrie@spillcontrol.org** **with copy to** **matthewsommerville@hotmail.co.uk**

**Members are invited to submit comments they may wish to be considered on issues raised in the Agenda and Attachments.**