



July 22, 2010

Dear ICPA Member:

I am writing to inform you that under Article V of the By-Laws governing the International Corrections and Prisons Association (ICPA), I am required to advise you that the Association's Annual General Meeting (AGM) will take place in Het Pand, Ghent, Belgium on Tuesday, October 26, 2010.

The meeting will commence at 17:30 in the Refectory of Het Pand.

As stipulated in the ICPA By-Laws, **Individual Members** have one vote at the AGM. **Institutional** and **National Members** are allotted 3 votes, which can be exercised by one delegate at the AGM. Please advise this office at the address above, in writing, of the voting delegate for **Institutional** and **National Members** by **September 26, 2010**. Please note that in order to vote, all memberships must be active and that proxy votes are not allowed as per Article V of the By-Laws. A copy of the By Laws is available on the ICPA Website.

Elections will take place for the under-noted Board positions:

- 1st International Vice President;
- Treasurer; and
- Ordinary Board Member category (seven (7) positions).

Nominations for the Board Member positions must be submitted to the address above and must reach the ICPA Head Office by **September 26, 2010**. **The nominations must be in writing and be duly signed by the candidate being nominated.** A short written statement about the candidate must also be submitted.

Any candidate nominated must be a member of the ICPA, aged 18 or above, and with the capacity in law to contract. Terms of office are for four (4) years and no member of the Board may serve in the same position for more than two (2), four (4) year terms. Upon registration at the conference, you will receive the complete AGM package which will include any proposals and ballots for these elections.

Should you have any questions or require any clarification, please do not hesitate to contact this office at +44 131 244 8773 or by email at edwozniak@icpa.ca.

Yours sincerely,

Ed Wozniak
Executive Director



Statement of Member Representative

DATE: _____

MEMBER AGENCY: _____

Please be advised that the institutional member voting
privilege of our organization will be carried out by

insert full name here –

for the elections of the ICPA 2010 Annual General
Meeting in Ghent, Belgium, October 26, 2010.

SUBMITTED BY:

Full Name _____

Position/Title _____

Signature (Required) _____

Contact (Email Or Phone) _____

RETURN THIS FORM COMPLETED AND SIGNED TO THE ICPA OFFICE AT THE ADDRESS
BELOW BY NO LATER THAN **SEPTEMBER 26, 2010**. A FAXED OR ELECTRONIC COPY WILL BE
CONSIDERED VALID IF RECEIVED BY THIS DATE AND FOLLOWED THEREAFTER BY THE
ORIGINAL DOCUMENT.



POSITION FOR NOMINATION: _____

DATE: _____

PERSON MAKING NOMINATION:

Name _____

Signature (Required) _____

Contact (Email Or Phone) _____

PERSON BEING NOMINATED:

Full Name _____

Agency _____

Position/Title _____

Country _____

Reason(s) For Nomination

Enter brief statement below.

**Attach Bio of Candidate Separately
(Required)**

ACCEPTANCE OF NOMINATION:

Candidate's Signature (Required) _____

RETURN THIS FORM, DULY SIGNED BY THE CANDIDATE AND PERSON NOMINATING TO THE
ICPA OFFICE AT THE ADDRESS BELOW BY NO LATER THAN **SEPTEMBER 26, 2010**. A FAXED
OR ELECTRONIC COPY WILL BE CONSIDERED VALID IF RECEIVED BY THIS DATE AND
FOLLOWED THEREAFTER BY THE ORIGINAL DOCUMENT.

PLEASE INCLUDE A SHORT WRITTEN STATEMENT SETTING OUT THE REASONS FOR THE
NOMINATION ALONG WITH A BRIEF BIO OF THE CANDIDATE BEING NOMINATED.