

## MESSAGE FROM THE SECRETARY OF THE INSTITUTE

Dear Members,

Please find attached Notice of the 34<sup>th</sup> Annual General Meeting (AGM) of The Bahamas Institute of Chartered Accountants which is scheduled to be held, in a virtual meeting or other place (British Colonial), on Friday, May 30, 2025 along with the Nomination Form and Proxy Form.

The Notice and List of Council Members will be posted to the website, under “Latest News” by May 9, 2025, and will be published in ***The Nassau Guardian*** and ***The Tribune*** on May 9, 2025:

Subject to the Order received from The Supreme Court of The Bahamas to hold the Annual General Meeting in a virtual place, without any requirement for a physical gathering, the provisions of The Bahamas Institute of Chartered Accountants Act 2015, and the provisions of The Bahamas Institute of Chartered Accountants Memorandum of Association and Articles of Association that apply in relation to meetings and the Annual General Meeting will apply to the conduct of the virtual Annual General Meeting.

With reference to The Bahamas Institute of Chartered Accountants (BICA) Act, 2015-First Schedule, item 1(2), as it relates to “Constitution of Council”:

“At the conclusion of the Thirty-Fourth Annual General Meeting, the Council shall comprise of the following members-

- (a) a President
- (b) a President Elect
- (c) the immediate Past President; and
- (d) ten council members

and thereafter, the Council shall consist of not less than nine and not more than thirteen persons who shall be elected in the prescribed manner by the members from among the membership.”

In accordance with the BICA Act, 2015 - First Schedule, Item 2 (4), at the Annual General Meeting in every year, one-third of the elected members, other than those whose tenure continues per subparagraph (1) and (2) of item 2, who have been longest in office since their last election, or the

number nearest to but not exceeding one-third, shall retire from office, and they may be re-elected or other members may be elected to fill their places.

**At the Thirty-Fourth Annual General Meeting to be held on May 30, 2025, there will be four (4) Council positions to be filled, which is based on agreement of the members of Council being the longest serving as to those persons that will retire and consider re-nomination to now conform with the expectations of the rotation requirements set out in the legislation; that is, one third of elected members of Council.**

**The Nomination Form is to be completed and returned to the BICA Secretariat by May 23, 2025 or emailed to [certificates@bica.bs](mailto:certificates@bica.bs) with a copy to [anthony@kikivarakisandco.com](mailto:anthony@kikivarakisandco.com) for any nominations for election to Council this year, in accordance with the First Schedule, 1(8) of The Bahamas Institute of Chartered Accountants Act, 2015.**

Regards,



Felecia Boyle-Bazard  
Secretary

**The Bahamas Institute of Chartered Accountants**  
**#33 Collins Ave**  
**ICB Building (At the Rear)**  
P.O. Box N-7037  
Nassau, Bahamas  
Email: [certificates@bica.bs](mailto:certificates@bica.bs)  
Tel: (242) 326-6619  
Fax: (242) 326-6618