**To: ALL MEMBER ASSOCIATIONS AND INDIVIDUAL MEMBERS OF THE CMJA**

 May 2025

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| **NOTICE OF REGIONAL MEETINGS***(during which the Election of Regional Council Members and Gender Section Representative will take place)* | **NOTICE OF GENERAL ASSEMBLY***(during which the Election of the Presidency will take place)* |
| We hereby give you NOTICE that the CMJA Regional Meetings will take place on: | We hereby give you NOTICE that the CMJA General Assembly will take place on: |
| **Tuesday 23 September 2025** | **Thursday 25 September 2025** |
| At 15.30 hrs  | At 13.30hrs |
| AtSir Dawda Kairaba Jawara Conference Centre  | AtSir Dawda Kairaba Jawara Conference Centre  |
| Banjul, The Gambia | Banjul, The Gambia |

The meeting will take place during the CMJA 20th Triennial Conference on “**Innovations in Judicial Practice: Embracing Change for a Better Future”** The Conference Brochure containing registration and accommodation costs and registration details has been sent to all Members. More copies are available from CMJA on request or can be downloaded from our Conference website: [www.cmja.biz](http://www.cmja.biz) We very much hope that you or your Member Association will be represented at the Conference and meetings and we look forward to seeing you there.

I draw your attention to the following documents attached**:**

**1. Check List of Important Deadlines**

2. The **Guidelines for Elections**,

3. **The Job Description for Regional Vice Presidents and Council Members**

4. Forms for nominating the:

* **CMJA Presidency** (GA/1),
* **Regional Council Members** and **Gender Section Representative** (GA/2)- The Gender Section Members are not members of Council but are elected at the same time.
* **Member Association’s designated representative** (GA/3)

The form for Proxy Voting at General Assembly (GA3a) as well as the current **Articles of Association** (“Constitution”) can be found at: <https://www.cmja.org/generalassembly/>

Copies of these documents can be sent to you electronically on request if you cannot download these from the CMJA website. Please contact us at: info@cmja.org

**ONLY MEMBER ASSOCIATIONS AND INDIVIDUAL MEMBERS WHO HAVE PAID THEIR ANNUAL SUBSCRIPTIONS AND ARREARS SHALL BE ALLOWED TO SUBMIT NOMINATIONS FOR REGIONAL COUNCIL MEMBERSHIP AND VOTE AT THE REGIONAL MEETING**

Copies of the Agenda, Minutes of the last General Assembly held in Accra in 2022 and Council Reports will be placed online in due course. In order to notify you when these papers are available and for ease of communication, we request that you send us a current contact name and email address.

Forms **GA2 and GA3** must be completed and returned to the CMJA by **5 September 2025.**

**Form GA3a** must be completed and returned to the CMJA by **13.30 hrs (Gambia time = GMT)** on

**22 September 2025**.

In accordance with paragraph 7.5 of the Constitution, Member Associations must notify the Secretary General of the name of their Official Representative or Delegated Authority and/or Proxy (for the purposes of voting on behalf of their Member Associations at the Regional Meetings and at the General Assembly of the CMJA). For practical purposes that person will also be our contact point for Member Association on all matters concerning elections at the Conference and will be responsible for completing and returning ballot papers should they become necessary

**ONLY THE OFFICIAL REPRESENTATIVE OF THE MEMBER ASSOCIATIONS WHICH HAVE PAID THEIR ANNUAL SUBSCRIPTIONS SHALL BE ALLOWED TO VOTE AT THE GENERAL ASSEMBLY**

Form **GA/1** must be completed and signed by the Official Representative of the Member Association. It must also be countersigned by the person being nominated for the position of President, signifying his or her consent to hold the position. **GA/1** must be returned to the CMJA by **17.00hrs (GMT) on 5 September 2025**.

**MEMBES SHOULD, IN PARTICULAR FAMILIARISE THEMSELVES WITH ARTICLES 7.1 TO 8.16 OF THE CMJA CONSTITUTION WHICH ADDRESS THE PROCEDURESE FOR THE GENERAL ASSEMBLIES, REGIONAL MEETINGS AND NOMINATIONS AND ELECTIONS.**

Should you have any queries concerning nominations or elections procedures, please do not hesitate to contact me.

Yours sincerely

Dr Karen Brewer,

Secretary General