

Annual General Meeting (AGM) and Extraordinary General Meeting (EGM)

The Constitution of the NHS Retirement Fellowship determines the requirements for the Annual General Meeting and Extraordinary Meeting

Attendance

The AGM can be attended by:-

- (i) Trustees
- (ii) Members of the National Council.
- (iii) One voting delegate from each of the branches
- (iv) Members and associate members of the Fellowship.

The Chief Executive and staff of the Fellowship will be in attendance.

Eligibility to vote

Members are entitled to attend AGMs and EGMs in person and to vote on every item which is the subject of a vote with the exception of any proposed amendments to the constitution.

Each branch is entitled to vote on proposed amendments to the constitution through its nominated Voting Delegate or (if not represented by a Voting Delegate) to submit a postal vote.

Associate members are entitled to attend general meetings but not to vote.

Business of the AGM

The business of the AGM is specified in the Constitution and will include:-

- (i) to receive the annual audited Statement of Accounts presented by the Honorary Treasurer and the report of the trustees on the charity's activities since the previous AGM;
- (ii) to receive the report of the National Council on its activities since the previous AGM;
- (iii) to appoint the individuals nominated by the trustees to be the Chairman and Vice Chairman respectively of the charity who shall hold office in accordance with the terms of clause 13;
- (iv) to appoint an auditor or independent examiner for the charity where required;
- (v) to discuss and determine any issues of policy or deal with any other business put before them by the trustees.

The Annual General Meeting is the legal and constitutional element of the charity but may be preceded or followed by guest speakers, trade and service exhibitions, discussions and social events. Providing the requirements of the AGM are strictly observed neither the order and grouping of business and events nor the description of the meeting, has any

constitutional significance.

Extraordinary General Meeting (EGM)

An EGM may be called at any time by the trustees and must be called within twenty-eight clear days after a written request to the trustees from at least twenty-five Branches

Standing Orders

These Standing Orders govern the conduct of AGM and EGM Meetings. Where relevant, they may be specifically invoked for Board of Trustee and National Council meetings, with the chairman's consent.

1. Each motion and amendment must be formally moved and seconded.
 2. The following time limits shall apply: -
 - 4 minutes - mover of motion or amendment
 - 2 minutes - seconder (motion or amendments)
point of order
right of reply
and
all other speakers.
 3. Amendments
Amendments to the motions considered for debate at the AGM, must be submitted by the approved closing date and will be considered by the trustees before the final schedule is agreed and issued. No further amendments can be raised at the AGM or EGM
 4. Postal Votes
Branches which are not represented at the AGM may submit a postal vote on motions for changes to the constitution of the NHS Retirement Fellowship submitted to the meeting in accordance with procedure prescribed by the trustees.
 5. Only "voting delegates" may vote on a resolution or amendment to the constitution. Fellowship members as well as voting delegates may participate in debate and discussion.
 6. Any voting delegate (or the chairman) may at any time move -
 - a) that the question be now put
 - b) that the matter (i.e. the motion or an issue arising from it) be referred to the trustees
 - c) that Standing Orders be suspended.
- These items, after seconding, shall be decided upon majority vote, except sub paragraph (c) which shall require two-thirds majority. The chairman may postpone but not reject voting on sub paragraph (a).
7. The ruling of the chairman of the meeting shall be final upon all matters arising, including specifically:-
 - a) Any point of order whether included in these standing orders or not.
 - b) The allocation of time to various matters.
 - c) Whether and in what manner motions may be withdrawn.
 - d) The admissibility or otherwise of any matter put forward (e.g. relevance or

“revival” of matters already disposed of.

In discharging these duties, the chairman may seek further advice, particularly from the trustees or Chief Executive, or may take the opinion of the meeting by vote. These and any other steps are entirely discretionary and nothing derogates from the final authority of the chairman, who must conduct the meeting to the best advantage of Fellowship business.

8. The view of the trustees upon any motion or amendment before the AGM or EGM shall be given
 - a) at any time in the proceedings upon request from a member, or
 - b) at any time if the chairman considers that knowledge of the trustees’ view would facilitate conduct of the business, or
 - c) upon conclusion of the debate and before a vote is taken.

9. These Standing Orders may be amended, added to, deleted from or annulled by two-thirds majority of voting delegates at an AGM or EGM or submission of postal votes upon a written motion circulated to all branches at least 28 days before the meeting.

Chairman:

Date: