

BRITISH ASSOCIATION OF SOCIAL WORKERS

GENERAL MEETING PROCEDURE

GUIDANCE TO MEMBERS

These notes have been prepared to assist members to understand the process of a General Meeting (GM) on the day.

This guidance should be read in conjunction with BASW's Inclusion Guidance for General Meetings which lays out expectations of the behaviour of members (and any non- members present) in the meeting and recognises power differentials which the meeting will strive to overcome to ensure all can participate equally and safely.

Quorum

There has to be a quorum of at least 50 members or one per cent of the membership, whichever is the fewer, present at the start of business. Proxy votes count towards the quorum. There does not have to be quorum throughout the conduct of business nor is it necessary to re-establish a quorum after an adjournment of the meeting.

Agenda

The meeting business will be conducted based on the GM agenda, subject to any changes requested which will be considered at the discretion of the Chair.

Conducting the meeting of the business

It is in everyone's interests to ensure that the business of the meeting is progressed in a timely way. The Chair will therefore aim to ensure that the meeting adheres to the schedule and concludes on time.

Asking Questions at the GM

Please put your questions in the '**Question & Answers (Q & A)**' facility marked clearly as '**Question**'; it will be forwarded to the Chair and at their discretion it may be read out. If you would like to request to speak live on the platform, please put '**Request to Speak**' and the agenda item you would like to speak to. The Q & A function is moderated, and items will only be published after moderation, questions asked here will not be visible to online attendees until after moderation.

Questions published in the Q & A facility will not be anonymous, they will have the member's name listed. Should the questions be misaligned with our code of conduct or code of ethics they will not be published.

Speaking on Points of Order, or Information

Please put your full comment in the Q & A facility marked as '**Order**' or '**Information**'.

The Chair has discretion to take interjections from participants and can move business on in the best interests of the GM e.g. to ensure all business is properly concluded.

Proposing and Seconding Motions

Proposers will have provided a recording of their proposed motion in advance, or they may opt to speak live, time allocated to this will be agreed in advance. Seconders can then speak for a pre agreed amount of time in support of the motion or use a show of hand to second it.

Speaking on Motions (other than proposers or seconders)

Attendees wishing to speak on a motion will need to submit a request using the Q & A facility please put '**Request to Speak on motion...[insert the number of the motion you wish to speak on]**'. Members will be given time to speak on a motion, they may only speak once per motion debate. If a speaker is proposing an amendment, this must have been notified in advance (this being no less than 48 hours before the GM, not including weekends and/or bank holidays, and being requested in writing to governance@basw.co.uk), this may be allocated additional time, proposed amendments are accepted at the discretion of the Chair.

Motions & Amendments

The proposer and seconder of each motion will be the first to be called to speak.

Any amendments properly brought to the meeting will then be proposed and seconded and debated.

Notice of the proposed amendment should be given to the Association in writing by a member entitled to vote at the GM no less than 48 hours (*excluding Saturdays, Sundays and Public Holidays*). The proposed amendment should not, in the reasonable opinion of the Chair, materially alter the scope of the original motion. Discussion will take place on one amendment at a time. The proposer of the original motion may speak and claim a right of reply at the end of the debate on the amendment. The proposer of the amendment does not have a right of reply.

When an amendment is carried by a vote, it replaces the original motion and becomes the substantive motion. After debate and voting has taken place on all amendments, the substantive motion is put to the meeting for debate and vote.

No motion or amendment which has been duly notified to the membership shall be withdrawn without the consent of the meeting.

Emergency Motions

Emergency motions may be admitted at the discretion of the Chair. Your motion will need to be signed by one member who is the proposer, another member who is the seconder and at least 18 other full members of BASW (please give membership numbers); OR signed by the Chair or Vice Chair of a National Standing Committee, Policy Ethics and Human Rights Committee, International Committee, a Special Interest Group Chair or a Branch Chair.

They must relate to urgent issues which have arisen since the original call for motions.

Voting on motions

Online voting will be via polls, please follow the instructions given on the event platform.

The combined results from any proxy voting, in person voting and online voting will be given to the Chair to announce once they have been counted and verified.

Voting on all other matters

Online voting will be via polls, please follow the instructions given on the event platform.

Control of the Meeting

Responsibility for the management of the meeting rests with the Chair and their decision is final.

Proxy Voting

A Full Voting Member (including SWU and any other Organisational Member) is entitled to appoint another person as their proxy to exercise all or any of their rights to attend, speak and vote at the meeting. A proxy must vote in accordance with any instructions given by the appointing Full Voting Member.

Proxies may only validly be appointed by a proxy notice in writing which:

- states the name and address of the Full Voting Member appointing the proxy;
- identifies the person appointed to be that Full Voting Member's proxy and the meeting in relation to which that person is appointed;
- is signed by or on behalf of the Full Voting Member appointing the proxy and is delivered to the Association in accordance with the Articles and this notice;
- forms which appoint a proxy will be made available on the BASW 2024 AGM webpage.

If you need any assistance, please email governance@basw.co.uk

Specimen proxy voting notice form

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|  <p>BASW The professional association for social work and social workers</p> | <p>The British Association of Social Workers Annual General Meeting: 5th June 2024 PROXY NOTICE FORM</p> |
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I, the undersigned being a member of The British Association of Social Workers hereby appoint Julia Ross (person nominated by Council) of Wellesley House, 37 Waterloo Street, Birmingham B2 5PP or (see Note 3) membership number another member of the Association as my proxy to vote for me and on my behalf, as indicated below at the Annual General Meeting of the Association to be held on 5th June 2024 and at any adjournment thereof.

Proxy forms must be returned either via email to governance@basw.co.uk or by submitting an online form no later than the 3rd June 2024.

The Resolutions are to receive the report of the Auditors and the Statement of Accounts for the period 1st October 2022 to 30th September 2023 and to reappoint the Auditors for 2024.

PLEASE PRINT FULL NAME

Signature Membership No Date

Proposed Resolutions for Annual General Meeting 5th June 2024

Ordinary Resolution

Ordinary Resolutions require a 50% majority to be passed

| Resolution | 1 |
|------------|---|
| For | |
| Against | |
| Abstain | |

| Resolution | 2 |
|------------|---|
| For | |
| Against | |
| Abstain | |

NOTES

- 1 There is no provision under the Companies Act for postal voting. A member who is unable to be present may record his or her vote by proxy.
- 2 Only Members have votes. Affiliates do not have votes.
- 3 If you desire to appoint a proxy other than the above named, please delete their names, and insert the name and address of the other member, if you do this it is wise to ascertain in advance that he or she is willing and able to undertake the responsibility.
- 4 If you do not indicate how your votes are to be cast, the proxy holder may vote at his/her discretion. Nevertheless, if one of the Council nominees is appointed, no vote will be cast unless an indication has been given.
- 5 The instrument appointing a proxy is deemed to confer authority to demand or join in demanding a poll.
- 6 Other matters relating to the proxies are contained in Articles 29-30.
- 7 If you register a proxy notice and later decide to attend the meeting you **MUST** withdraw your proxy notice by emailing governance@basw.co.uk

PROXY FORMS MUST BE RETURNED EITHER BY EMAIL TO GOVERNANCE@BASW.CO.UK OR BY SUBMITTING AN ONLINE FORM BY 3RD JUNE 2024