

Advice For Branches that have not yet held AGMs

- The rulebook requires all branches to hold AGMs in the first quarter of the year.
However, there are sometimes exceptional circumstances which prevent this from happening.
- Some branches are reporting that employers are preventing meetings from taking place on their premises or that members are being restricted from attending non-urgent meetings and consequently some branches are struggling to arrange AGMs.
- If a branch is unable to hold an AGM due to COVID19 then the Region should treat the situation in a similar way to an inquorate AGM.
- Any postal ballot elections for branch officers should continue and the results endorsed by a branch committee whenever it is able to meet. The results of the election should be applied from the date of the AGM or whenever the result was due to be announced. Where there is no postal ballot, previous postholders continue until an AGM can be called.
- Honoraria processes should be followed as though it was an inquorate AGM and any payments referred to the appropriate regional lay committee. It is expected that the branch committee would have authorised these payments prior to the AGM.
- Annual Financial returns should have been submitted to the national union by 15th March 2020.
- 2019 auditors financial accounts should be submitted to the next meeting of the branch committee.
- Any motions or elections of delegates organising plans etc should be referred to the next meeting of the branch committee.
- Where an AGM has been cancelled due to COVID19 the branch should try to reconvene it once the situation allows and, in the meantime, decisions will be taken by the Branch Committee.
- If a branch has held a number of aggregate AGM'S but not yet completed the process then, again, the branch should try to complete it once the situation allows but, in the meantime, decisions will be taken by the Branch Committee.