

SECRETARY'S GUIDE

Adopted: Open Morris AGM, 12th November 2016
Amended: Open Morris Committee, 18th December 2017
Reviewed:

This document is not part of the constitution.

It may be modified from time to time with approval of the committee or by agreement at AGM or EGM.

It will be saved as a separate document to be published on the website.

For AGM or EGM –

- **the timing for issuing the Notice, Provisional Agenda, Agenda and Minutes will be maintained as current OM “best practice”;**
 - **all other timings are indicative.**
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1. ARRANGEMENTS FOR AGM

a) 12 weeks before AGM

i. The Secretary will email the Notice of AGM to **All of OM** with:

- date, time and venue for the AGM;
- a request for nominations for Officer posts;
- a request for proposals for Motions for debate;
- a request for items for debate;
- deadlines for submission of nominations, Motions, and items for debate.

ii. The Notice of AGM will be posted on the OM website.

b) 5 weeks before AGM

The following are to be submitted to the Secretary:

- Nominations for Officer posts;
- Proposals for Motions and items for debate.

c) 4 weeks before AGM

i. The Secretary will email the provisional AGM Agenda to **All of OM**, with:

- the date, time and venue for the AGM;
- the proposed Motions with proposer and seconder;
- a request for Amendments to the proposed Motions;
- names of the nominees, their proposer and seconder, the posts for which they have been nominated, and their statements;
- deadlines for submission of Motions and items for debate;
- details of how to register for the Absentee Voting system.

ii. The Treasurer's Report is to be submitted to the Secretary.

d) 3 weeks before AGM

i. The following are to be submitted to the Secretary:

- amendments to the proposed Motions;
- reports from other Officials;
- items for discussion.

ii. The Secretary will liaise with the Treasurer regarding financial implications of the proposed Motions and Amendments.

e) 2 weeks before AGM

- i. The Secretary will email the finalised AGM Agenda to **All of OM** with:
 - the date, time and venue for the AGM;
 - the Treasurer's Report;
 - proposed Motions;
 - amendments to the proposed Motions;
 - items for discussion.
- ii. Reports from other Officials will also be emailed to **All of OM** before the AGM, either with the Agenda, or shortly afterwards.
- iii. The AGM Agenda will be posted on the OM website together with the date, time and venue for the AGM.

f) At the AGM (or as soon after as practicable)

The date, time and venue for the next AGM are to be determined by the Committee.

g) As soon as possible and no more than **eight weeks** after AGM

- i. The Secretary will email **All of OM** with:
 - the draft Minutes of the AGM to be agreed at next AGM; to include
 - a proposed date, time and venue for the next AGM.
- ii. The draft Minutes of the AGM will be posted on the OM website.

2. ARRANGEMENTS FOR EGM

An EGM is a meeting to deal with urgent OM business that cannot wait until an AGM. Delegates of the JMO will be invited unless a majority of the Committee agrees it is not appropriate.

a) ASAP after request for an EGM

The Committee will determine an appropriate date, time and venue, so that the EGM may be held **within twelve weeks** of receipt of the request.

b) 8 weeks before EGM

- i. The Secretary will email **All of OM** a Notice of EGM with the date, time and venue for the EGM;
- ii. the Secretary will enclose the Provisional EGM Agenda with:
 - proposed Motions with proposer and seconder;
 - a request for Amendments to the proposed Motions;
 - a reminder of the deadline for submission of Amendments.
- iii. The Notice of EGM will be posted on the OM website.

c) 3 weeks before EGM

Amendments to the proposed Motions are to be submitted to the Secretary.

d) 2 weeks before EGM

- i. The Secretary will email the finalised EGM Agenda to **All of OM** with:
 - the date, time and venue for the EGM;
 - proposed Motions;
 - amendments to the proposed Motions;
- ii. The EGM Agenda will be posted on the OM website together with the date, time and venue for the EGM.

- e) **As soon as possible and no more than eight weeks after EGM**
- i. The Secretary will email **All of OM** with the draft Minutes of the EGM to be agreed at next AGM;
 - ii. The draft Minutes of the EGM will be posted on the OM website.

3. AMENDMENTS TO THE CONSTITUTION

- a) When the AGM or EGM Provisional Agenda is emailed to **All of OM**, the Secretary will alert members to the special nature of any Constitutional Motion or Amendment, and will include:
- the Constitution Motions or Amendments; and
 - a copy of the current Constitution.
- b) If a Constitution Motion is adopted, as soon as possible and no later than **two weeks** after the Meeting, the amended Constitution will be posted on the OM website, and the Secretary will notify **All of OM** by email.

4. ARRANGEMENTS FOR DISSOLUTION OF OPEN MORRIS

- a) When the DGM Notice is emailed to **All of OM**, the Secretary will enclose the Assets Motion proposed by the Committee.
- b) As soon as possible after the DGM and no later than **two weeks** after the Meeting, the Secretary will email **All of OM** to explain the outcome of the DGM, and will include the Minutes of the DGM.

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Annex 1

AGM MODEL AGENDA

Open Morris Annual General Meeting

[VENUE]

[DATE and TIME]

- a) Pre-Meeting business:
 - Registration
 - Submission of items for Any Other Business
- b) Opening of AGM
- c) Introduction by the Chairperson
- d) Apologies for absence
- e) Minutes of previous Meetings
- f) Adoption of Minutes of previous Meetings
- g) Matters arising from the Minutes
- h) Reports from Officers:
 - Chair of OM
 - Treasurer
 - Secretary
 - Membership Secretary
- i) Reports from other Officials:
 - Editor of *Dancing On!*
 - Archivist
 - Publicity Coordinator
 - Area Representatives
- j) Election of Officers:
 - Chair of OM
 - Treasurer
 - Secretary
 - Membership Secretary
 - Web officer
- k) Appointment of Officials
- l) Appointment of Independent Reviewer
- m) Nominations for Honorary / Life Membership
- n) Constitution Motions and Amendments as published with the Agenda
- o) Motions and amendments as published with the Agenda
- p) Late Motions (at Chairperson's discretion, subject to time limitations)
- q) JMO business
- r) Items raised before start of the meeting:
- s) AOB - (items at Chairperson's discretion, subject to time limitations)
 - Items raised before start of the meeting
 - Items raised during meeting
- t) Date and venue of next AGM
- u) Close of AGM

Annex 2

EGM MODEL AGENDA

Open Morris Extraordinary General Meeting

[VENUE]

[DATE and TIME]

- b) Pre-Meeting Registration
- c) Opening of EGM
- d) Introduction by the Chairperson
- e) Apologies for absence
- f) Motions and Amendments as published in the Agenda
- g) Late Motions (at Chairperson's discretion, subject to time limitations)
- h) Close of EGM

Annex 3

AGM MODEL TIMETABLE

The following timetable is based on that used in 2017, and is offered as guidance for Officials.

Please note:

- The highlighted timings represent weeks before AGM, and were approved as appropriate by the Committee.
- They represent OM "best practice".
- The only *constitutional* requirement is that the AGM Minutes must be issued within 8 weeks of the AGM, under Constitution Rule 17.

AGM Timetable from 2017			
Sun	03-Sep	-12	Notice of AGM issued
Sun	22-Oct	-5	deadline for submission of Motions + AOB items for discussion deadline for Nominations; request statements from nominees
Sun	29-Oct	-4	deadline for Treasurer to submit Treasurer's Report issue Nominees details to members + Personal Statements issue Provisional Agenda to members + proposed motions issue request to members for amendments + AOB items for discussion
Mon	30-Oct		issue instructions to members for Absentee Voting nominees details + statements to be available on the Absentee Voting web-pages
Sun	05-Nov	-3	deadline for Amendments and items for discussion
Sun	12-Nov	-2	issue AGM Agenda to members + all paperwork
Tues	21-Nov		issue Officials' Reports to members
Wed	22-Nov		deadline for members to register for Absentee Voting
Fri	24-Nov		deadline for Absentee Vote to be submitted
Sun	26-Nov	0	AGM
Fri	08-Dec	+2	amended Constitution issued AGM Minutes issued