



PROCEDURE FOR A GENERAL MEETING

1. The Committee will agree the Agenda for any General Meeting at least 28 days prior to the Meeting Date.
2. Notice of the General Meeting Date, Time and Venue will be sent (either digitally or otherwise) at least 21 days prior to the Meeting Date.
3. The Agenda clearly advising any matter in which a vote is required will be included in the Notice.
4. Any Agenda Item whereby a document is referred to; the said document will be circulated with the Notice.
5. The Names of Members proposed by the Committee for Election at the Meeting together with a short profile will be circulated with the Notice.
6. The Notice will invite any Member entitled to vote to propose for Election any other Member and to advise the Membership Secretary at least 14 days prior to the Meeting Date. A short profile of any proposed Member must be submitted and state the role for which proposed.
7. The Membership Secretary, in the event of a proposal in 6, will circulate a full list of candidates with profiles at least 7 days prior to the Meeting Date.
8. Attendance at the General Meeting will be restricted to Members of the Club. Should any Member attending be not entitled to vote at the Meeting, such Member will be clearly identified.
9. The Chair of the Meeting will be confirmed at the Meeting and the Chair will verify whether a quorum is present for the Meeting to proceed.
10. Each vote at the Meeting will be introduced by a Proposer and Seconded. The Club Secretary (or deputy in attendance) will record the Membership Category (and if an Officer or Member of the Committee) of both Proposer and Seconder.