

To: Branch Delegates

April 2017

### **Bulletin No. 1**

Dear Delegate,

This document and further later bulletins prior to the AGM in November 2017 are intended to inform Delegates of their rights and responsibilities with respect to the AGM.

#### **A Brief Recap First**

Delegates have the right to attend and vote at all RSCDS General Meetings (this includes the AGM and any other specially convened General Meetings). Delegates have been appointed by a branch, which is able, according to its own procedures, to rescind the appointment. A Delegate carries one vote only at General Meetings (GM).

A Delegate can attend a GM in person, or can via a proxy appoint an adult to attend in their place. The proxy-holder, who is only appointed for a specific meeting, can hold multiple proxies, and can be a Delegate themselves. A Delegate who appoints a proxy-holder can ensure that the proxy-holder respects their opinions and voting intentions for a specific meeting by virtue of the following steps:

- a) When appointed, the proxy-holder can be instructed specifically how to vote on each of the motions appearing on the GM agenda. If this is done the proxy-holder will not have freedom to vote, the vote will be pre-counted. If the Delegate gives freedom to the proxy-holder on how they should vote, then the proxy-holder will receive the necessary voting papers and will vote as their conscience dictates.
- b) If a Delegate does not wish to attend the meeting and does not wish to (or cannot) appoint a proxy-holder, then the Delegate can still vote by giving proxy power to the chairman of the meeting. The chairman of the meeting is then obliged to follow any instructions given, and again these votes will be pre-counted. If the chairman of the meeting is given freedom to vote, it should be understood that he/she will normally vote in line with Management Board policy/opinions. In essence, when specific voting instructions are given to the chairman of the meeting this is the equivalent of a "postal vote".

A delegate can decide not to attend, and not give a proxy; in effect abstain from voting and participation. In such a situation we would expect that the Delegate informs the appointing

Branch, who may then, according to their constitution and/or procedures, decide to change their Delegate. However a change of Delegate would then need to be communicated to the RSCDS in sufficient time. The practical deadline is some days before the final GM agenda is issued, and the exact closing date for any change of Delegate will be announced in due course.

Further bulletins will describe the proxy procedure and the actual voting mechanics at a GM.

In the meantime, the need is for all delegate positions to be filled and full contact details to be recorded, this helps to ensure the necessary data for communicating with Delegates is available.

### **Register of Delegates**

We understand that some branches will choose their delegates closer to the AGM in November, and that is fine, but if you know which members will be representing your branch we would appreciate it if you could submit this information as soon as possible.

To submit delegate information please use the form titled "*Register of Delegates Form 2017*". **Please note: even if your choice of delegate has not changed since last year we still require this form to be filled out and submitted. Once the form has been submitted we will update the website database accordingly.**

If you plan on keeping the same delegates for 2017 as you did in 2016, and we have their signed "New Delegate Form", then we will not require a signature from them, as we will already have it on file from 2016. The inclusion of the delegate on the "*Register of Delegates Form 2017*" will signify that they are indeed nominated to represent the branch in 2017. **Please note: if you do not know if Headquarters has a signed "New Delegate Form" from your delegate please get in touch with Michael Greenwood.**

If you are appointing a new delegate, and they have not yet submitted a signed "New Delegate Form", this needs to arrive at Headquarters at least one week before the AGM if they wish to qualify as a branch delegate. The form can be sent to HQ via post or email to Michael Greenwood.

**If a delegate does not submit a signed "*New Delegate Form*" at least one week before the AGM in November they will not be eligible to vote.**

### **Register of Proxy**

If you are a delegate and cannot attend the AGM in person, then you need to appoint a proxy to take your vote in to the AGM. A proxy can be anyone (branch secretary, delegate of another branch, member, etc.), but preferably a member of the Society. A proxy can hold any number of votes going in to the AGM.

The delegate must get in touch with the proxy and make them aware of their choice. In order for a proxy to be registered, we require a signed "Proxy Form" from the delegate. However, to make the process easier, an email from the delegate outlining all the information we require (proxy name, how the delegate would like the proxy to vote, date and official statement, i.e. "I Michael Greenwood state...") will be suitable.

If you cannot find a proxy to take your vote in to the AGM, we suggest nominating the standing Chairman or Chairman-elect, as this is common practice in many organisations.

If you do not want to list your vote on the Proxy Form, then please indicate that the proxy knows the decision and will take this in to the AGM.

**Please note: the Proxy Form will be sent out in August when we are aware of Motions that will be voted on at the 2017 AGM.**

### Essentially

- Every RSCDS branch is allotted at least TWO delegates
- For every 50 members AFTER A 100 MEMBER TOTAL a branch is given an additional delegate
  - o If a branch has 99 members then that would equate only 2 delegates, and would meet the required minimum, so no additional delegate slots would be given
  - o If a Branch has 100+ members then they would be given extra delegates depending on the scale
    - 100 – 149 members = 3 delegates (1 additional)
    - 150 – 199 members = 4 delegates (2 additional)
    - 200 – 249 members = 5 delegates (3 additional)
    - 250 – 299 members = 6 delegates (4 additional)
    - 300 – 349 members = 7 delegates (5 additional)
    - 350 – 399 members = 8 delegates (6 additional)
    - 400 – 449 members = 9 delegates (7 additional)

The total number of branch delegates allotted to each Branch for the upcoming AGM will be taken from total member numbers who have paid their subscription, which is calculated on **June 30<sup>th</sup>**. The deadline of October 27<sup>th</sup> is for all delegate correspondence.

- If your Branch wishes to keep the same delegates they elected in 2016 for the AGM 2017, all delegate information will still need to be included in the "Register of Delegates Form 2017" and submitted to HQ. This is to ensure we have the correct information.
  - o This form will need to be submitted by all Branches who wish to submit delegates for the AGM.
- If you are a returning delegate from 2016 and have submitted your signed "New Delegate Form" in 2016, we will use that as verification, and the inclusion of your

information in the "Register of New Delegates Form 2017" will signify that you are indeed a delegate for 2017

- If the delegate cannot attend the AGM in person they will need to appoint a proxy.
- It is the delegates role to find a proxy and ensure the proxy is aware of their responsibility and how the delegates vote will be carried
- A proxy can hold any number of votes, and can be anyone that is willing to attend the AGM in person (though preferably we suggest a member of the Society)
  - o For example, if a branch has 2 delegates, and both cannot attend the AGM in person, both delegates can use the same proxy
  - o We suggest appointing the Chairman as a proxy, and she will vote on your behalf
- HQ will need a signed Proxy Form in from all delegates who cannot attend. More information will be outlined in the Proxy Form.

At the AGM there will be a sign in desk for delegates/proxies, where they will receive their delegate pack and further instructions. **Please Note:** if you do not get in touch with HQ before or on October 27<sup>th</sup> and inform us of any delegate or proxy procedures for your branch you will not be allowed to vote at the AGM. However, you will be able to sit in on the meeting if you like.

If you have any queries regarding any of the above, please do not hesitate to contact me.

Yours sincerely,

Michael Greenwood

**Digital Marketing Communications Officer**

[mike.greenwood@rscds.org](mailto:mike.greenwood@rscds.org)