

## AGM 2018 – SCHEDULE OF DATES

The following is a note of key dates relating to the RSCDS Annual General Meeting 2018, to be held on **Saturday 3<sup>rd</sup> November 2018** in Perth. Note that all documents placed on the website are accessible to **all** members, not just Branch Secretaries.

(Where timescales are specified in the Constitution, these are shown *in italics* below an item.)

1. **27 April**                   HQ sends to Branches: Annual Conference Weekend booking information; Branch AGM delegate nomination form; nomination form/s for elections to management posts; and information about AGM delegates, elections & voting. All information also made available on the website.
2. **10 August**               - Any motions from Branches to be received at HQ.  
*(at least 12 weeks before AGM)*
3. **24 August**               - HQ sends to Branches: draft agenda & papers, and makes them available on the website.  
*(at least 10 weeks before AGM)*
4. **7 September**           - Nominations & profiles from individuals who wish to stand for election to management posts to be received at HQ.  
*(at least 8 weeks before AGM)*
5. **7 September**           - AGM delegate nomination forms to be received at HQ. *(NB: the final deadline, see below, is 27 October, but it is preferable to receive delegates' details well before that date, so that papers can be sent to them in good time).*
6. **21 September**       - Any emergency motions to be received at HQ.  
*(at least 6 weeks before AGM)*
7. **21 September**       - Any amendments to motions on draft agenda to be received at HQ.  
*(at least 6 weeks before AGM)*
8. **21 September**       - HQ sends to Branches (not to delegates): voting papers & profiles for elections. Profiles are also made available on the website.  
*(at least 4 weeks before AGM – this is actually 6 weeks before)*
9. **5 October**               - HQ sends to Branches and directly to delegates: final agenda & papers, and makes them all available on the website. *(NB: delegate cards are issued at AGM registration, for voting during AGM itself.)*  
*(at least 4 weeks before AGM)*
10. **26 October**       - AGM delegate nomination forms to be received at HQ *(see note under 8 September above).*  
*(at least 7 days before AGM)*
11. **26 October**       - Postal voting papers to be received at HQ, if not being delivered at AGM.  
*(at least 7 days before AGM)*