

# AGM 2020 – SCHEDULE OF DATES

The following is a note of key dates relating to the RSCDS Annual General Meeting 2020, to be held on **Saturday 7th November 2020**. Note that all documents placed on the website are accessible to **all** members, not just Branch Officers.

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

1. **June**                                    **12 CC sends to Branches:** 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.     Sat 15 Aug                            Any motions from Branches to be received at 12 CC.  
*(at least **12 weeks** before AGM)*
3.     **Mon 24 Aug**                        **12 CC sends to Branches:** draft agenda & papers and makes them available on the website.  
*(at least **10 weeks** before AGM – this is nearly 11 weeks)*
4.     Sat 12 Sept                            Nominations & profiles from individuals who wish to stand for election to management posts to be received at 12 CC.  
*(at least 8 weeks before AGM)*
5.     Sat 26 Sept                            Preferred date for AGM delegate nomination forms to be received at 12 CC. *(NB: the final deadline, see below, is 31 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.     Sat 26 Sept                            Any emergency motions to be received at 12 CC.  
*(at least **6 weeks** before AGM)*  
  
+ Any amendments to motions on draft agenda to be received at 12 CC.  
*(at least **6 weeks** before AGM)*
8.     **Mon 28 Sept**                        **12 CC 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.     **Mon 5 Oct**                             **12 CC 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 – this is actually 5 weeks)*
10.    Sat 31 Oct                             Final date for AGM delegate nomination forms to be received at 12 CC. *(see note under 26 September above).*  
+ Postal voting papers to be received at 12 CC, if not being delivered in person at AGM.  
  
*(at least 7 days before AGM)*
12.    Thurs 5 Nov                            FINAL deadline for proxy votes to be received at 12 CC by 14.00 hrs, by email. *(2 days before AGM)*