



NASS Guide to running an AGM

The NASS Terms of Reference mandates an Annual General Meeting (AGM) of the Branch be held in the first quarter of the year.

Who should be invited to attend?

All current branch members are entitled to attend and vote at the AGM. This means anyone who has paid a subscription to the branch (or anyone who has attended and been deemed exempt from payment of subscription by agreement of the committee) in the previous year.

Who else can attend?

Anyone who has a legitimate interest in the meeting is also entitled to attend. This might include partners and carers of members, representatives of NASS, active supporters and funders of the branch, representatives of the hospital trust or another organisation that owns the venues for branch activities and health care professionals working with the branch.

However, non-branch members are not entitled to vote on any resolutions. They may express an opinion or be called on to address or advise the meeting but only branch members may vote. Please note, if your physiotherapist(s) are not a member of the branch they will not be entitled to vote.

How and when should people be informed of the AGM?

Anyone entitled to attend, must be notified in writing by post or email, of the date, time and location of the meeting at least three weeks in advance of the meeting.

This notification should include an agenda detailing matters to be discussed and the text of any resolutions to be voted on.

All members should be notified that they have the right to appoint a proxy or to vote by post or email. Postal and email votes should be returned to the Branch Chair in confidence.

How many people need to attend?

For the meeting to be quorate all members of the committee, intending to continue as such, plus a minimum of one other branch member must be present in person.



What should be discussed?

The AGM should include an opportunity for branch members to discuss and formally vote to accept the annual branch accounts.

Only branch members (including committee members) can vote on resolutions.

The AGM should include a vote on committee members. Prospective new members of the committee, as well as existing members wishing to continue, can put themselves forward for committee posts and be duly elected by a show of hands of those present with proxy, postal and email votes taken into account.

How the AGM should be run

The meeting will be chaired by the branch Chair. If the Chair is not available, then it must be chaired by a member of the Committee. If more than one committee member wishes to Chair the meeting this will be voted on by a show of hands of those present.

The meeting shall be formally opened and closed by the Chair and minutes taken by the Secretary or another nominated person of the main points discussed and what was agreed. This should include a record of who attended the AGM.

Minutes should be distributed to all branch members, NASS and anyone else who attended the meeting.

If there is a dispute which cannot be resolved the meeting shall be postponed if necessary and chaired by a member of the NASS staff team or by someone else nominated by NASS.