

FAQs about Branch AGMs

How much notice should be given of the AGM?

30 days' notice, in writing, should be given to all branch members.

Who are branch members?

Branch members are defined as 'full, honorary or associate members of the MND Association *who live in the area of the branch or who otherwise wish to be linked to the branch*'. A list of all members linked with your branch is available from the portal

There may be some members not entitled to vote (i.e. a family membership entitles one vote per family), a specific list of branch members entitled to vote, will be made available to you closer to the time of your AGM. Should you wish to have an up-to-date list produced nearer to the date of your AGM, contact the volunteering team 01604 611681 or email volunteering@mndassociation.org

Invitations to your AGM, however, can be sent to a much wider audience including supporters, friends, health and social care professionals and local dignitaries.

What has to be included in the notice of the AGM?

The notice of the meeting should specify the time and place of the meeting.

What is the New Agreement for working together?

The Agreement replaces the charter and simply explains what is required and best practice for branches; while also outlining the support that is in place from Association for our branch and groups.

Is it necessary to take minutes at the AGM?

Yes, it is essential that minutes are taken, and decisions are recorded. Resolutions put to the meeting should be proposed and seconded. The names of the proposer and seconder should be recorded. They may be unanimous or, if put to a vote, the outcome of the vote should be noted.

Is it necessary to read the minutes of the previous AGM to the meeting?

No, it's not a requirement and it could be rather tedious for the people present. The best option is to have copies of the minutes available for those attending the meeting. The minutes of the previous AGM must be signed by the chair.

Should the chair provide a written report of the branch's activity during the year?

This is not strictly necessary although it might be a good idea to provide members with a short list of the highlights of the year. The chair can then choose to expand upon them in their presentation.

What is the procedure for discussing a resolution that has been put to the meeting?

The person proposing the resolution should be given an opportunity to make their case. A member of the branch management committee should then respond to the resolution. The chair should then invite members from the floor to speak in favour, or against, the resolution.

The meeting should then vote on the resolution. Only full members can vote. The vote should be taken as a show of hands unless two or more members ask for a secret ballot. In the event of a tie, the chair has a casting vote. A member should declare an interest in, and should not vote on, any matter in which he or she has a personal financial or material interest.

What is the procedure for taking on new committee members?

When there is a vacancy for a position on the branch committee, the existing committee will liaise with the Area Support Coordinator (ASC) to fill the role using standard MND Association selection processes.

The ASC will ensure that recruitment options from within the committee and from without are considered. The ASC (or similarly empowered staff member) and other current committee members will oversee the selection process. Appointments into specific roles will be agreed within the committee, with the ASC ensuring a fair process where more than one person seeks to apply for a post. The ASC will always liaise with the chair to ensure that consideration is given to succession planning within the committee.

Two references must be taken for all prospective branch committee members.

What is the difference between an Annual General Meeting (AGM) and an Extraordinary General Meeting (EGM)?

Both are 'general meetings' of which the whole branch membership is notified. Both require 30 days' notice.

AGMs are held each year and their purpose is for the branch management committee to account to the membership for their activities during the year and to elect a branch management committee for the coming year.

EGMs can be called by five members of the branch, with the approval of the board of trustees, usually following discussion with the Head of Volunteering. An EGM is a rare occurrence and would only be called to deal with a serious matter which required consultation with the whole membership – for example, a proposal to close the branch.

When are the honorary branch officers (chair, vice chair, secretary and treasurer) elected?

This should happen at the first branch management committee following the AGM.