

Annual General Meeting

Tuesday 3rd March 2020 and Wednesday 4th March 2020



AGM

2020

The 1st AGM will be held on Tuesday 3rd March 2020

Bradford City Hall, The Banqueting Suite, Council Chambers, BD1 1HY 12.00 - 12.30 for lunch (free) AGM to start at 12.30pm and not to last longer than an hour. *APF Meeting follows at 1:30pm (only Affiliated Political Fund payers may attend)*

The 2nd AGM will be held 4th March 2020

at Incommunities, The Quays, Victoria Street, Shipley, 12.00 - 12.30 for lunch (free) AGM to start at 12.30 and not to last longer than an hour. *APF Meeting follows at 1:30pm (only Affiliated Political Fund payers may attend)*

The AGM is open to all members and its function is to allow an opportunity for members to receive reports from Branch Officers on the performance of the branch in the previous year, including the campaigns that we have been involved with, our services to members, the branch accounts and our performance on recruitment. Members have an opportunity to ask questions about reports that are submitted including the financial accounts of the branch.

Motions / Amendments to Branch Rules

As a member you are entitled to submit motions and amendments to branch rules to the AGM so that they can be debated. For a motion to be competent the subject must be relevant to the functions of the branch and be submitted in time for its inclusion on the agenda of the AGM. The final date for motions or rule amendments to be submitted is noon on **Tuesday 10th December 2019**.

Motions and rule amendments must be received on the appropriate form, a copy of which can be obtained from the branch office. Motions received by **Tuesday 10th December 2019** on the appropriate form will be posted on the branch website (www.bradfordunison.org.uk). Any member then wishing to submit amendments to motions will need to do so in writing to the branch office with details of the proposer and seconder by noon **Friday 10th January 2020**.

Election of Branch Officers/Stewards/Health and Safety Reps/ ULR's/Equality Reps

This AGM also endorses the election of Branch Officers, Stewards, Health & Safety Reps, ULR's and Equality Reps for the forthcoming year 2019/20. You will find a list of Branch Officers and further details of the roles and responsibilities can be found in the branch rules that are posted on the branch website. You will also find a description of the duties and responsibilities of workplace stewards. Nomination forms can be requested from Branch Office.

Any full member of the union can stand for election to any of the Branch Officer positions subject to obtaining the appropriate number of members to support the nomination.

Nominations should be received at the Branch Office by no later than **noon on Tuesday 10th December 2019**. All Officer nomination forms should be accompanied by an election address of no more than 200 words in the event that a ballot is required for the post.

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Branch AGM and Election Timetable

1. Motions, Rule Amendments, Branch Officer Nominations, Steward Nominations, Convenor Nominations to be received by **noon on Tuesday 10th December 2019**. (13 Weeks)
2. Ballot Forms for Branch Officer/Convenor/Steward Elections distributed **Friday 3rd January 2020** (if required)
3. Close of election period **Noon on Friday 10th January 2020**
4. Amendments to motions/Rule Changes to be submitted by **Noon Friday 10th January 2020**
5. Final Agenda distributed **Tuesday 28th January 2020**. (4 weeks prior to AGM)
6. **AGM - Tuesday 3rd March 2020 and Wednesday 4th March 2020**

Branch elections: Branch Officer Posts

- Branch Chair
- Branch Vice Chair
- Branch Secretary
- Branch Treasurer
- Membership Officer
- Equality Officer
- Health & Safety Officer
- Education Co-ordinator
- International Officer
- Welfare Officer
- Young Members Officer
- Sports & Social Officer
- Labour Link Officer
- Lifelong Learning Co-ordinator
- Communications Officer
- Retired Members Secretary
- Womens Officer

Get active in YOUR union

Finally, just to remind you that our union is a democratic organisation that is member led and the AGM and election processes are important in ensuring that the union is and remains accountable to its members.

Not just for its policies and its activities but also in determining those members who will go on and speak for the union and our members. I therefore encourage you to play a full part in the process.