



## ANNUAL GENERAL MEETING

Thursday 25 June 2009

### PROCEDURES FOR ELECTION OF TRUSTEES (The Executive Committee)

1. Under the Constitution of the Friends, the Executive Committee consists of not less than eight members or more than fifteen. All the current members of the Executive Committee retire from office at the end of the Annual General Meeting but they may be re-elected or re-appointed. Up to twelve members may be elected at the Annual General Meeting and this new Executive Committee may in addition appoint not more than three co-opted members (but no more than a third of the Executive Committee may be co-opted members).
2. As soon as practicable after the election of a new Executive Committee, the new members shall elect the Honorary Officers from amongst themselves, namely a Chairman, a Vice-Chairman, a Secretary and a Treasurer. The new Executive Committee may also appoint up to 3 co-opted members, who may (but not necessarily) be persons who stood for election but were not elected.
3. Appointments to the Executive Committee last for one year, until the next AGM.
4. No person shall be appointed or re-appointed as a member of the Executive Committee at any Annual General Meeting unless:
  - 4.1 He or she is recommended by the Executive Committee; or
  - 4.2 Not less than fourteen or more than thirty-five clear days before the date appointed for the Annual General Meeting, he or she (being a member qualified to vote at the meeting) gives a signed notice in writing that he/she wishes to be put forward for election to the Executive Committee. This notice should be forwarded to the Secretary within the time period specified above.
  - 4.3 The Secretary shall prepare a voting paper of all persons validly nominated listing them in alphabetical order.
  - 4.4 Each member present may cast a vote for up to twelve persons. Please note that you **MUST** be at least 18 years of age **AND** a fully paid up member to stand for election or to vote. If you wish to check your status, please contact the membership secretary, Mrs Anne Meddick, at the above address.
  - 4.5 Votes may be given personally or by proxy via the Chairman. Any member wishing to vote by proxy should contact the Secretary at the above address or on [secfriends@googlemail.com](mailto:secfriends@googlemail.com) before **20 May 2009** who will forward details of those standing for election. If applying by post, an SAE would be appreciated.
  - 4.6 He or she meets the requirements of Section 45 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision).
  - 4.7 Election results will be posted on the Friends notice board at the Home as soon as practically possible. They will also be posted on the Friends website (see above).

Jean Low  
Honorary Secretary to the Committee  
March 2009