

General Meetings

Overview

A general meeting is a meeting of the RCN membership when decisions are made on proposals put to them by RCN Council or by other members.

An annual general meeting (AGM) is a type of general meeting.

The AGM's prime purpose is for members to receive the annual report and financial statements and to ask questions about the running of the organisation.

Other general meetings are usually referred to as extraordinary general meetings (EGMs) and are normally called to discuss a specific issue of importance or concern to the membership.

General meetings, and the rules governing them, are fairly standard across most companies and organisations and the RCN's own rules on general meetings reflect common practice.

General meetings at the RCN

The RCN's rules for general meetings are set out in the Royal Charter, Standing Orders and Regulations. This policy and process document sets out further details about how those rules are implemented.

All general meetings of the RCN are chaired by the President or, in their absence, the Deputy President and the conduct of the meeting is in their hands. There are no specific rules for running the meeting.

Members must be given at least 21 days' notice of a general meeting.

The notice must include the date, time, venue and the purpose of the meeting.

Votes on ordinary and special resolutions will be set out in the agenda.

The notice will be published on the RCN website and in all regular member communications including Bulletin, Activate and the formal report of the Council meeting at which the agenda was approved. A bulk email will also be sent to all members in the name of the President.

It is not permissible for members to raise any business from the floor which is not on the agenda. To do so would be unconstitutional because members have to have 21 days' notice of any business.

There must be a quorum of 150 members in person or by proxy.

If a quorum is not reached in 30 minutes the meeting will be adjourned and reconvened within two months.

If a meeting is adjourned because it is not quorate or because a request for more time to consider the issue is agreed by those who requisitioned the meeting, it is important to note that the adjourned meeting can only carry out unfinished business from the original meeting and cannot consider an amended or new resolution.

Annual General Meetings at the RCN

The RCN should hold an AGM each calendar year.

The AGM must include the presentation of the annual report and financial statements and allow time for members to ask questions about them.

There will also be a session on matters of professional character that are important to the members.

Extraordinary General Meetings at the RCN

Extraordinary General Meetings are usually called by RCN Council or can be requisitioned by 1,000 members in writing to discuss an issue of particular importance or concern.

The meeting must be held within 6 months of being requested and can be included in the agenda for the Annual General Meeting if timings permit.

Voting

Show of hands

Voting at a general meeting in the first instance is by show of hands where members are asked to raise their hand indicating if they are in favour or against a particular resolution.

It is only those members present at the general meeting whose votes are counted and included in the final results.

An independent scrutineer will be appointed to record the votes and to report the outcome to the Chair of the meeting.

Calling a poll prior to the general meeting

If an issue is of such importance that Council decides that all members should have the opportunity to vote, Council can call for a poll of all members.

Members who would like to vote but are unable to attend the meeting should complete and return a proxy form.

Members who plan to be present at the general meeting do not need to return the proxy form. They will be asked to complete a poll card at the meeting which will be given to them at the registration desk.

Calling a poll at the general meeting

A poll can be called at the meeting by either the Chair or by a minimum of 10 members either in relation to one or all ordinary and special resolutions on the agenda. It can be called at the beginning of the

