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INTRODUCTION

Whilst there are several channels you can use to contact the BMC with concerns/changes, members of the BMC have certain rights, which are in our Articles of Association (the Articles).

One of these rights is that members can put forward resolutions to be voted on by other members at both scheduled General Meetings (GMs) or Annual General Meetings (AGMs).

This guide sets out how you can get a resolution to be proposed at an AGM.

CONTENTS

1. How to submit a resolution
2. How to support a resolution
3. How to withdraw a resolution
4. How to withdraw support for a resolution

1 HOW TO SUBMIT A RESOLUTION

The Articles allow for two ways in which a resolution can be submitted. Members can choose which one, but cannot do both, it's an either / or decision.

Option 1 (Article 11.8.1)

1.1 Decide on the wording of the resolution – it should be no more than a sentence. Once done, the proposer must either:

- ▶ Email it to the BMC Governance & Compliance Manager – AGM@thebmc.co.uk
- ▶ Post it to Governance & Compliance Manager, at the following address:
 - BMC, 177-179 Burton Road, Manchester M20 2BB.

Note: If the proposer wishes to provide members with more information about their proposed resolution, they should prepare a longer document, either as a pdf, word or handwritten document, and send in with the resolution.

1.2 Upon receipt, the BMC will set up a webform which sets out the resolution and provides a hyperlink to the more substantive document (if applicable), allowing members to give their support if they wish – An example is below.

BMC AGM resolutions

Fill in your name, BMC membership number and email address, then select which resolutions you are supporting.

Full details of each proposal can be found on the BMC website

Forename *

Surname *

BMC Membership number *
This must be a letter followed by six digits, e.g. A123456

Email *
Your email address will be used solely to send an automated message confirming your submission.

Resolutions supported
Please select all the resolutions you are supporting.
To withdraw your support for any resolution(s) you previously supported, uncheck the relevant boxes.

Resolution 1

Resolution 2

Resolution 3

- 1.3 The webform will be advertised on the AGM page of our website.
- 1.4 For the proposed resolution to get to the AGM, there is a requirement for 0.5% of the membership¹ to add their name and signature to the proposed resolution by completing the online webform.
- 1.5 Any member supporting the proposed resolution must include their BMC membership number and the email address they have registered with the BMC. Members must also be entitled to vote at AGMs, i.e. be a Voting Member – which means they have paid their subscription fees and are over the age of 18.
- 1.6 Albeit there is no explicit timeline to submit a resolution before the closing date, to allow the practical elements of the resolution proposition, we strongly recommend resolutions are submitted at least 14 days prior to the resolution's submission deadline. Later submissions gives members less time to add their signatures before the closing deadline.
- 1.7 The webform will be closed 45 days before the AGM, votes completed after this time will not be counted towards the signatories needed.
- 1.8 Within two days of the closing date, the BMC will check that the signatories supporting the proposed resolution are all Voting Members and confirm the exact number of signatories reached. The BMC will validate signatories against their name, BMC membership number and email address.
- 1.9 If the resolution achieves the required amount of support, the proposer will be notified, and the resolution will be added to the AGM notice and will be voted on at the AGM.
- 1.10 If the resolution does not gain enough signatories, the proposer will be notified, but the resolution will not be added to the AGM notice.
- 1.11 The proposer cannot then use Option 2 to try and get a resolution voted on at the AGM.

Option 2 (Article 11.8.2)

- 2.1 Decide on the wording of the resolution – it should be no more than a sentence.
- 2.2 Find at least twenty five (25) (but less than half of one percent (0.5%) of) other Voting Members to support the proposed resolution. Those in agreement must either physically sign it or email the proposer to state they want to support it, making note of their membership numbers.
- 2.3 Once 2.2 is satisfied, the proposer must either:
 - ▶ Email it to the BMC Governance & Compliance Manager – AGM@thebmc.co.uk
 - ▶ Post it to Governance & Compliance Manager, at the following address:
 - BMC, 177-179 Burton Road, Manchester M20 2BB.

Note: If the proposer wishes to provide members with more information about their proposed resolution, they should prepare a longer document, either as a pdf, word, or handwritten document, and send in with the resolution.

- 2.4 The Governance & Compliance Manager will submit the resolution to Members' Council (Council) on the proposer's behalf.

The proposer must get the resolution and supporting documentation to the Governance & Compliance manager 45 days before the AGM, this is to ensure the resolution can be put to Council.

- 2.5 Council will review the resolution and discuss it at the next scheduled Council meeting and/or refer it to members via Area Meetings for discussion and feedback.

¹ 0.5% of the number of eligible Voting Members at the previous AGM

- 2.6 If Council accept the resolution, the proposer will be notified, and the resolution will be added to the next scheduled AGM.
- 2.7 If Council reject the resolution, the proposer will receive a written response as to the reasons for its rejection, and it will not be added to the AGM notice.
- 2.8 The proposer cannot then use Option 1 to try and get the resolution voted on at the AGM.

2 HOW TO SUPPORT A RESOLUTION

Option 1 (Article 11.8.1)

- 2.1 If a member agrees with a proposed resolution and wants to add their signature to it, they must do this via the webform.
 - 2.1.1 Note: This is purely supporting the resolution being put in front of the members at the AGM. It is not voting on the resolution itself at this stage.
- 2.2 Members must include their BMC membership number and email address registered at the BMC. If there is more than one resolution proposed, members must tick the one(s) they want to support only, then click submit.
- 2.3 Once submitted, an automated email will be sent out to confirm that the voters know their signature has been recorded and to check that they are aware they have supported the resolution(s) being put forward at the AGM. It also provides a with a link back to the webform.
- 2.4 If a member does not have access to the relevant technology (Computer, smartphone, tablet etc) to complete the webform, they can write to the BMC Governance & Compliance Manager, stating their support the resolution. They must include their BMC membership number and a correspondence address if using this method.

3 HOW TO WITHDRAW A RESOLUTION

If a member decides to withdraw their resolution, they must contact the BMC Governance & Compliance Manager, stating they wish to withdraw their resolution, providing their membership number. This must be done 25 days prior to the AGM, to ensure final papers are correct and issued.

4 HOW TO WITHDRAW SUPPORT FOR A RESOLUTION

Under Option 1 (Article 11.8.1) that has been previously supported

- 4.1 If a member decides to withdraw their support, and it is prior to the closing of the webform, they can simply go back to the webform, input their details again and leave the rest of the form blank i.e. don't tick any of the resolutions. The BMC will then know they have withdrawn their support.
- 4.2 If a member decides to withdraw their support after the webform has closed but prior to notice of the AGM being sent to Members 3 days prior to the AGM they must contact the BMC Governance & Compliance Manager, stating they wish to withdraw their support, providing their membership number.

Under Option 2 (Article 11.8.2) that has been previously supported

- 4.3 If a member decides they want to withdraw their support, they must contact the BMC Governance & Compliance Manager, who will inform Council that support has been withdrawn.