



Proposed Constitution Changes - EGM 10th March 2012 (Coincident with Council Meeting)

Rationale.

This is to update the Constitution timetable for notifications to clubs of AGMs and Council Meetings, following problems with the workability of the previous version. All clubs were sent the revised timetable two years ago, and it has been used, with no reports of any problems, ever since. There is no intention to modify the fundamentals of the Constitution, but we need to officially accept the timetable changes by a vote at the meeting. The Rules for Elections to the Executive, with similar timetable updating, also needs to be officially incorporated within the Constitution.

The Executive propose the following amendments to the Constitution to incorporate the working timescales for the AGM and Council Meeting advised to clubs in 2009 and in use without issue since then.

Paragraphs to be changed (6.B.b, 7.A.a, and 9Aa-c) are reproduced below. The old wording has been "struck through"; the new wording is in **red italics**.

In addition the WCPF Manual Issue 2 section Rules for Elections has been changed to take account of the proposed timescales and incorporated into the Constitution as 9.A.d and 9A.e shown below.

Brian Galbraith, President
Alan James, Hon Secretary
18 January 2012

6. MANAGEMENT

B. The Executive Committee

b) The Executive Committee consists of the Officers, as defined in Clause 7, the Immediate Past President, and up to fifteen other Club Members. Election of the other Club Members shall take place at AGMs. Nominations, signed by two Club Members and the nominee, must be in the hands of the Secretary ~~at least twenty one days before the AGM~~ **in accordance with the timescales in the table in 9A**. The Nominations shall state the main work expected to be carried out by the nominee if elected. If, in the opinion of the Executive Committee, an insufficient number of nominations have been received, the President may ask for nominations from the floor and any persons so nominated may then be elected by the meeting.

7. OFFICERS AND LIFE VICE-PRESIDENTS -

A. Officers

a) The Officers of the Federation shall consist of the President, the Vice-President, the Secretary and the Treasurer. All Offices are Honorary. The President and the Vice-

President shall be elected for a term of two years. The Secretary and the Treasurer shall be elected annually. Elections take place at AGMs. Nominations, signed by two Club Members and the nominee must be in the hands of the Secretary ~~at least twenty one days before the AGM~~ **in accordance with the timescales in the table in 9A**. In the event of no nominations being received for an Office, the Members present at the AGM may elect a Club Member to fill that Office by motion proposed and passed at the AGM without prior notice.

9. PROCEDURE AT MEETINGS -

A. General Rules:

Except where otherwise laid down, the following rules shall apply to the AGM, to EGMs and to meetings of the Council:-

- a)** Clubs may send two delegates to meetings. Members of the Executive Committee may not act as delegates for Clubs. All delegates, Life Vice-Presidents and members of the Executive Committee have one vote on each motion put at meetings. Any Club Member may attend meetings and speak to the business of a meeting, but only the delegates, Life Vice-Presidents and members of the Executive Committee may vote.
- b)** For the AGM and for Council Meetings, any club which wishes to raise a matter and desires that it shall appear as an item on the Agenda must inform the Secretary, specifying the nature of the business, ~~at least 31 days before the intended date of the meeting~~ **in accordance with the timescales in the following table**; matters may also be raised without notice under "any other business". For EGMs the provisions of Clause 8.B.b) apply.
- c)** The Secretary shall send ~~twenty one days~~ Notice of meetings to all Clubs by ~~post~~ **email, or post if no email contact is known**, addressed to the last-known address of the contact notified by the Club **in accordance with the timescales in the following table**. Failure by a Club to receive a Notice of a meeting shall not invalidate the meeting. The Notice shall specify the place, date and time of the meeting, and shall include an Agenda.
- d) Rules for Elections**
 - 1. Details of current post holders intentions for re-election to be sent to clubs 56 days prior to the AGM. (Blank nomination forms available on the WCPF website).
 - 2. Current post holders must make their intentions known as to whether they wish to stand for re-election at an Executive meeting prior to the notification to clubs.
 - 3. Completed nomination forms to be provided to the secretary 42 days before the AGM.
- e) Contested Elections**
 - 1. Candidates may send a written statement, if they wish, to the secretary, not less than 35 days before the AGM, on no more than one side of A4 paper. Details of nominated candidates and their statements to be sent to clubs 28 days before the AGM.
 - 2. No candidate will speak for more than 3 minutes in support of their statement. Candidates will be allowed to take a reasonable amount of questions.
 - 3. No canvassing to take place.
 - 4. The secretary will arrange a secret ballot unless he/she is involved in the election, when the President will designate this duty.
 - 5. Club delegates must have their 'right to vote' validated at the time of booking for the AGM, by their club secretary, or bring this validation with them to the AGM.
 - 6. Ballot forms will be issued on entry to the bona fide delegates and existing Executive members.
 - 7. Voting will take place at the time of the election.
 - 8. The President will appoint 2 tellers.
 - 9. The count will take place and if necessary the President will have a casting vote. The result to be announced immediately.

Table - Timescales for Communication for AGM's and Council Meetings

	AGM	Council Meeting
Minimum number of days prior to the Meeting -----		
Federation Secretary to notify "Ordinary" business agenda items to all Clubs, with attendance form.	-56	-49
Financial accounts and AGM delegate nomination to be made available to all Clubs.	-56	N/A
<i>#. Federation Secretary to notify Executive initiated "Other" business agenda items to all Clubs.</i>	-56	-49
<i>#. Federation Secretary to notify all Clubs of Executive Committee vacancies and/or nomination changes. Note 2.</i>	-56	N/A
<i>#. "Initiating" Clubs to notify the Federation Secretary of substantive "Other" business agenda items. Note 3</i>	-42	-35
<i>#. "Initiating" Clubs to notify the Federation Secretary of nomination(s) for election to the Executive committee. Note 4</i>	-42	N/A
<i>#. "Initiating" Clubs to return completed delegate nomination and attendance booking form to Federation Secretary.</i>	-42	-35
<i>#. Federation Secretary to invite Nominees facing a Contested Election to submit their written statements. Note 5</i>	-39	N/A
<i>#. Nominees facing a contested election to submit their written statement to the Federation Secretary.</i>	-35	N/A
<i>#. Federation Secretary to notify Clubs of any new Executive Committee nominations.</i>	-28	N/A
<i>#. Federation Secretary to issue Clubs with any Contested Election written statements.</i>	-28	N/A
Federation Secretary to issue Clubs with final agenda showing any Club-initiated "Other" business agenda items together with Officers Reports as available. Note 6	-28	-28
Clubs, other than "Initiating" ones, to return delegate nomination and attendance booking form.	-14	-14

Notes:

1. Actions highlighted in italics and marked "#" might not be necessary and will be omitted if

appropriate to do so.

2. Unless explicitly advised otherwise, each incumbent executive committee member is willing, and has been correctly nominated, to continue in their present role(s).
3. Any notification of Substantive Other Business received after the due date will not be actioned.
4. Any nominations or statements received by the Federation Secretary after the due date will not be actioned.
5. Including first class post, with proof of posting.
6. Any decision on a substantive "other" business issue raised on-the-day during AOB will be held-over, if deemed appropriate by the Executive