

Two separate proposals which require updating of BCA Statutes and By-Laws are outlined below. The first is to include the option of holding an electronic AGM should the need arise, as has occurred this year. The second is to define more clearly how the minutes are kept during the AGM and the third relates to the updating of the language to remove any gender specific language.

1. Electronic AGMs

Council proposes the following amendment to the Statutes and By-laws of the BCA is considered at the AGM to be held on 18th June 2020. If approved, changes to the Statutes and By-Laws will be necessary. The proposed wording is given below. If approved by vote at the AGM on June 18th these changes would take place immediately following the AGM:

Insert in Section D of the Statutes ('General Meetings') as item 4:

4. Under extraordinary circumstances Annual General Meetings may, at the discretion of the Council, be held electronically using video- or audio-conferencing or similar facilities. Members will be informed at least two weeks prior to the date of a meeting if it is to be held electronically and provided with joining instructions. Electronic meetings will otherwise be subject to the same statutes and by-laws as other General Meetings.

5. An Annual General Meeting held in electronic format (Section D.4) may be recorded for the purposes of ensuring accuracy in the Minutes of the meeting. The recording will be stored securely and only accessible by the Officers of the Association [Statute E.1]. The recording will be destroyed within one month of approval of the Minutes.

Should the above proposal be accepted in whole or in part the numbers of existing Statutes from D.3 should be incremented as appropriate.

Statute F.2 should be reworded as follows:

2. Voting will normally be by show of hands. Votes during electronic meetings [Statute D.4] will be held using facilities available in the platform used to hold the meeting. Voting may be by secret ballot of those present at the discretion of the Chairman of the meeting, and shall be by secret ballot if any member so requests. The Chairman of the meeting shall only cast a vote in the event of a tie.

2. Minutes

By-law F.3 specifies how minutes should be kept, but there is otherwise no mention of minutes in the Statutes and By-laws.

The following should be added to the by-laws at the end of Section D:

5. Written minutes of General Meetings will be taken with contributors to the meeting identified by name. The minutes will be made available to the membership within two weeks of the next Annual General Meeting.

3. Updating Gender Specific Language in the Statutes and By-Laws

The BCA Council, following consultation with the membership, is proposing the following changes to remove gender specific language. If approved, changes to the Statutes and By-Laws will be necessary. The proposed wording is given below. If approved by vote at the AGM on June 18th 2020 these changes would take place immediately following the AGM.

Changes to Statutes (requiring a vote at the AGM)

The following Statutes contain gender specific language which is emphasised in bold.

E2(f). The immediate Past President who shall serve for one year following the end of **his or her** elected term of office as President as defined in Statute E.4(c).

F2. Voting will normally be by show of hands. Voting may be by secret ballot of those present at the discretion of the **Chairman** of the meeting, and shall be by secret ballot if any member so requests. The **Chairman** of the meeting shall only cast a vote in the event of a tie.

G1.The Association shall indemnify any such person in respect of claims against **him** in respect of **his** legitimate actions on behalf of the Association.

H2. Notice of this meeting shall be circulated to Members within one month, and each shall be provided with a ballot paper on which **he** may record **his** vote on the resolution for dissolution. ..

The proposed new wording is:

E2(f) The immediate Past President who shall serve for one year following the end of **their** elected term of office as President as defined in Statute E.4(c).

F2. ... Voting may be by secret ballot of those present at the discretion of the **Chair** of the meeting, and shall be by secret ballot if any member so requests. The **Chair** of the meeting shall only cast a vote in the event of a tie.

G1The Association shall indemnify any such person in respect of claims against **them** in respect of **their** legitimate actions on behalf of the Association.

H2 Notice of this meeting shall be circulated to Members within one month, and each shall be provided with a ballot paper on which **they** may record **their** vote on the resolution for dissolution. ..

Changes to By-Laws (requiring a vote at the AGM):

The following Statutes contain gender specific language which is emphasised in bold.

F1. The President shall act as a **chairman** at all General Meetings and all sessions of the Council unless unavoidably prevented, and shall ensure that the other Officers discharge their duties.

The proposed new wording is:

F1. The President shall act as a **chair** at all General Meetings and all sessions of the Council unless unavoidably prevented, and shall ensure that the other Officers discharge their duties.