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Bulkington, Nuneaton and Bedworth

Dear Member,

20 May 2020

I am writing to advise you about changes to the way in which the BNBU3A AGM will be conducted this year, 2020.

With the Covid-19 pandemic and subsequent lockdown the original AGM on 19 May 2020 could not take place in its original format. BNBU3A is required to hold an AGM within the next few months so the Committee agreed, at a virtual meeting held on 14 May 2020 that we will follow the meeting format agreed by both the U3A National Office and the Charity Commission.

Given the exceptional circumstances we are facing the Charity Commission has advised charities, including the U3A that AGMs can be held using a virtual format as long as certain criteria are followed.

The format will be as follows:

- The meeting will be held at 2.00pm on Tuesday 16 June using the internet Zoom system.
- At least 21 days prior to the meeting current members will be advised by email or letter; depending on whether or not members have advised the membership secretary of their email address.
- Members will receive nomination forms in order to nominate people for the Committee Officer or Committee Member posts. These forms are included in this email. Nominations via email will need to be sent to a special email address: bnbagn20@u3anuneaton.org.uk. These will then be held in a special file to allow for an audit trail. Nominations via post will be held as a hard copy. Again for an audit trail.
- Any forms must be returned to the Secretary, Andrew Fox, by email or post. The forms should reach him at least 14 days before the meeting (2 June 2020)
- Any resolutions or motions should also reach Andrew at least 14 days before the meeting.
- Nominations for Committee posts **MUST** come from non committee members. In order to help with the nominations a list of the current Committee people who are prepared to stand again for the year 2020/21 is as follows:

Committee Officers: Andrew Fox, Sue Quittenton

Committee Members: Dave Bell; Molly Evans; Lynn Keely; Robert Hill; Judith Perkins who is currently co-opted on to the committee and Paul Davis who is currently looking after membership issues.

Because of time limits on how long a Committee Officer/Member can hold a committee post I will not be standing for election.

- Postal voting forms will then be sent out and should be return to reach Andrew before the meeting if possible (14/6/2020). E forms will be sent out via email to people who use email. Again these should be responded to via the special email address before the meeting date. These E forms will be retained for audit purposes. If you have problems with the e-forms then an email to the special email address will suffice.

The Meeting:

- Only people with access to the internet will be able to take part in the virtual meeting and information on how to join will be e mailed to you prior to the meeting.
- To help those of you who do not know how to use Zoom Dave Bell will email you instructions on how to use the facility.
- The meeting will be chaired by Rita Ison Jacques and you will be asked to remain silent when she or other people are talking as these meetings can get out of hand if everyone tries to speak at once. If you wish to make a comment or ask a question you will need to raise your hand. Dave will include information on how to do this in his instructions.
- As with normal AGM meetings we will need a quorum and should we not get this within 30 minutes of the start of the meeting; the meeting will be abandoned and another one will be arranged for July 2020.
- Prior to the meeting Dave Bell will post, on the web site, details on how to use Zoom so please keep an eye on the BNB web page.

I am sorry this letter is long and full of instructions but I am sure you will appreciate the need for us to complete the legal requirement to have the AGM.

If you have any queries you can contact me via email (preferred) rita@u3anuneaton.org.uk

Yours Faithfully

Rita Ison Jacques
BNBU3A Chairman..