

ADDENDUM

This addendum is part of, and should be read together with, the Standing Orders All notifications shall be in writing, which can be by email
X indicates responsibility for action; shading indicates the recipient(s)

	ACTION	DATE BY	CHIEF EXEC	BOARD	VOTING MEMBERS
1	Dissemination of general meeting and annual general meeting dates	31 July	X	X	
2	Notification of up to two individuals (plus Hon Secretary if different) to receive papers for general meetings and annual general meetings	31 July Changeable at any time			X (Member Organisations only)
3	Notification of the individual authorised to cast the vote(s) at general meetings and annual general meetings.	31 July Changeable at any time			X (Member Organisations only)
4	Notification of voting rights (based on affiliation fees received by 1 January)	14 January	X		
5	Notification of BAofE affiliation fees	31 January	X	X	
6	Notify individuals approaching the end of their Three Year Term	31 January	X		(Individual Members only)
7	Notification of willingness or otherwise of those approaching the end of their Three Year Term to stand again (if appropriate)	28 February		X	X (Individual Members only)
8	Circulate end of Three Year Term and willingness to stand information. Issue nomination forms and guidance	14 March	X		
9	Nominations for election (to include Voting Members proposing and seconding, or Board proposing, acceptance of nominee and supporting statement) to be received by the Chief Executive	30 April		X	X
10	Any special resolution proposed for determination at the annual general meeting shall be received by the Chief Executive and be considered at the April general meeting.	31 March		X	X
11	Any ordinary resolution to a general or annual general meeting shall be received by the Chief Executive	At least 6 weeks prior to the date of the meeting		X	X
12	The agenda, resolutions and supporting papers for general or annual general meetings shall be circulated. Proxy notices shall be included if resolution(s) or elections are to take place	At least 4 weeks prior to the date of the meeting	X		
13	Amendments to resolutions shall be received by the Chief Executive. Note: amendments to resolutions may only be made as detailed in clause 51 of the Articles of Association.	At least 48 hours prior to the start of the meeting		X	X
14	Proxy notices, completed as per included instructions, shall be received by the Chief Executive	At least 48 hours* prior to the meeting			X

*In calculating this time period, no account shall be taken of any part of a day that is not a working day