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| Date 2018Date October Date 17 | **Date**  Wednesday 17 October 2018 |
| 3.30pm finish time1.30pm start time  to | **Time**  1.30pm until 3.30pm |
| The Ochil Suite, Scottish Prison Service College image Venue The Ochil Suite The Scottish Prison Service College Newlands Road Brightons Falkirk FK2 0DE | **Venue**  The Ochil Suite The Scottish Prison Service College Newlands Road Brightons Falkirk FK2 0DE |
| Time 1.30pm | **1.30pm – 1.45pm**  Arrival and Registration Tea and Coffee available |
| Time 3.30pmTime 1.45pm  to | **AGM Formal Business**  1.45pm – 3.30pm |
| Welcome 1.45pm – 1.50pm Linda Bamford ConvenerTime 1.45pm | **Welcome**  1.45pm – 1.50pm  Linda Bamford, Convenor |
| Time 1.50pm | **Presentation of the Annual Report and Accounts 2017-2018**  1.50pm – 2.10pm  Morven Brooks, Chief Executive Officer  Colin Millar, Treasurer |
| Members Questions 2.10pm – 2.20pm Time 2.10pm | **Members Questions**  2.10pm – 2.20pm |
| Review of Fees and Subscriptions payable by Members 2.20pm – 2.25pm Colin Millar, Treasurer  Time 2.20pm | **Review of Fees and Subscriptions payable by Members**  2.20pm – 2.25pm  Colin Millar, Treasurer |
| Time 2.25pm | **Resolution 1: The Appointment of Directors**  2.25pm – 2.35pm  To vote the following people onto our Board of Directors:   1. Carolyn Griffiths 2. Colin Millar 3. Kenny Milne 4. Steven McGhee 5. Susan Fulton |
| Count and Confirm Votes 2.35pm – 2.45pm Staff will count and confirm each resolution vote and announce results to members Time 2.35pm | **Count and Confirm Votes**  2.35pm – 2.45pm  Staff will count and confirm each resolution vote and announce results to members |
| Time 2.45pm  1. Article 4: Change of wording: ‘Forum’ to ‘Organisation’  This means will be using the same language in the document.  2. Article 10.1 and 10.3: Lower the age limit for membership from ‘18 years and over’ to ‘12 years and over’ We want more young people to be members with us and this change will help make that happen.    3. Article 13: Change of wording: ‘All categories of members shall be entitled to receive notice of and attend general meetings.  Only members aged 18 years and over can vote on all matters at general meetings;’’  This change means that only members ages 18 years and over can vote at our General Meetings.  4. Article 21:  Change of wording: The words ‘General Meetings’ also means Annual General Meetings and Extraordinary General Meetings.  This change is to make it clear that any Annual General Meeting or Extraordinary General Meeting held is worded under the heading of General Meeting in this document.  5. Article 21.b: Change of wording: ‘The notice for any General Meeting shall specify the time and place of the meeting and the general nature of the business to be transacted and shall specify the meeting as such.    We have changed the wording Annual General Meeting to General Meeting. This will let members vote for directors at General Meetings (both Annual General Meetings and Extraordinary General Meetings).  6. Article 27: Change of wording: ‘show of hands’ to ‘on a vote’  This wording has been changed because we want to show our membership has many different people and abilities.  7. Article 33: Change of wording: ‘Directors retiring at the end of their term shall, unless required to vacate office under Article 37, be eligible for re-election provided that no-one may serve for more than six consecutive years.’      This change means directors cannot be on our board for more than six years.  This means we give other people a chance to come on our board.  9. Article 11.4: New Article: ‘Young Person members, being individuals aged 12-17 years whom the Directors deem appropriate to be represented among the membership of the Company, providing parental consent is received from young person members ages 12-15 years;’  This is a new membership category to encourage young people to join Disability Equality Scotland. | **Special Resolution 1: Adopting Changes to the Articles of Association**  2.45pm – 3.15pm  To vote on the following changes to our Articles of Association.  Our Articles of Association is a document which explains the purpose of the organisation.   1. **Article 4:** Change of wording:   ‘Forum’ to **‘Organisation’** This means we will be using the same language in the document.   1. **Article 10.1 and 10.3:** Change of wording:   Change wording from 18 years and over to **12 years and over** We want more young people to be members with us and this change will help make that happen.   1. **Article 13:** Change of wording:   Add in wording **Only members aged 18 years and over can vote**  This change means that only members age 18 years and over can vote at our General Meetings.   1. **Article 21:** Change of wording:   The words ‘**General Meetings’** also means Annual General Meetings and Extraordinary General Meetings.  This change is to make it clear that any Annual General Meeting or Extraordinary General Meeting held, is worded under the heading of General Meeting in this document.   1. **Article 21.b:** Change of wording:   We have changed the wording Annual General Meeting to **General Meeting**.  This change will let members vote for Directors at General Meetings (both Annual General Meetings and Extraordinary General Meetings).   1. **Article 27:** Change of wording:   ‘show of hands’ to ‘**on a vote’**  This wording has been changed because we want to show our membership has many different people and abilities.     1. **Article 33:** Change of wording:   Add in wording **re-election provided that no-one may serve for more than six consecutive years**.’  This change means Directors cannot be on our board for more than six years. This means we give other people a chance to come on our board.   1. **Article 46.c:** Change of wording:   Add in wording **as per our policies and procedures**  This change means Directors can only claim expenses which are stated in our policies and procedures.   1. **Article 11.4:** New Article:   ‘Young Person members, being individuals aged 12-17 years whom the Directors deem appropriate to be represented among the membership of the Company, providing parental consent is received from young person members ages 12-15 years;’  This is a new membership category to encourage young people to join Disability Equality Scotland. |
| Time 3.15Count and Confirm Votes 3.15pm – 3.30pm  Staff will count and confirm each resolution vote and announce results to members | **Count and Confirm Votes**  3.15pm – 3.30pm  Staff will count and confirm each resolution vote and announce results to members |
| A person posing for the camera  Description generated with very high confidenceTime 3.30pm | **Close**  3.30pm  Thank you and safe journey home |