

## Information on the Set Agenda

All of the Technical Committees are legally constituted as sub-committees of BMFA Full Council according to the SMAE Articles of Association, Para. 46. This is why there has to be a 'Delegate to Council' on the committee and why that person is co-opted on to the Full Council and becomes a Director of SMAE Ltd.

How the Committee operates is controlled by the 'Terms of Reference for BMFA Technical Committees' which are published in the BMFA Council Handbook.

The powers and responsibilities that the committee has are directly delegated to it by BMFA Council. They are not permanent and may be varied at any time by Council if it wishes.

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The date of the first meeting as a committee is controlled by this clause in the Technical Committee Terms of Reference:

### *(vii) Meetings*

*The first meeting of each new Committee shall be held not later than 6 weeks after the Society's AGM and shall be called by a member of each Committee appointed by the Chairman of the BMFA Council. This may be any member of the Committee and will usually not be the retiring Committee Chairman. Subsequent meetings of each Committee shall be held as dictated by business, subject to a minimum of three in any one calendar year (see set 1st Agenda).*

This means that the earliest date for the first meeting is the Sunday after the BMFA AGM and the latest is the Sunday, six weeks later, which is usually in the first week of January and is a week before the first Full Council meeting of the year.

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An important date to be kept in mind is the closing date for the agenda of the first Full Council meeting in January. This agenda closing date is 26 days prior to the January Full Council meeting, which brings it to sometime around the second week in December.

If there are proposals to put to that Council meeting, then the first Technical Committee meeting must be prior to this agenda closing date, which means that the meeting must be held within about two weeks after the BMFA AGM. Liaison with the BMFA Leicester office to make sure that any proposals are received in time for the agenda will be important.

If there are no proposals, then the meeting may be held at any time within the six week period allowed.

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This first meeting agenda is set out to help the committee to elect it's officers and fulfil all the requirements that the committee has prior to the first Full Council meeting. Many of these requirements may seem strange to any new members of the committee but decisions are needed and they have logical deadlines and the set agenda makes sure that everyone on the committee is aware of exactly what to do.

All of the procedures have been agreed either by Full Council or by Technical Council. The agenda is controlled by Technical Council and it is regularly modified so that it may be of the greatest help to you.

**It is essential that this agenda is followed carefully. If it is not then the result may be that the committee fails to meet the requirements that it has at this first committee meeting of the year.**

## Set Agenda for the First Meeting of a Technical Committee

The meeting is initially chaired by a Temporary Chairman, who is the person delegated to call the meeting by the BMFA Chairman. His task is to take the meeting to the point where a new Chairman for the year has been elected.

As soon as the new Committee Chairman is elected, he takes over the chair of the meeting from the Temporary Chairman.

### 1 Election of Officers, Co-Options and Acceptance of Specialist Body Representatives

(a) Election of Chairman (1)

The elected members of the committee (e.g. the standing elected members from the previous year and the newly elected members) vote for the Chairman of the Committee.

*At this point, only elected members of the committee may stand for election as Chairman. If none of them wishes to do so or if multiple candidates have equal votes, the meeting moves on to (b).*

(b) Co-Options as and if required to bring the number of full members to a maximum of six  
*Only the existing elected members of the committee may vote on (b)*

(c) Election of Chairman (2)

(d) Election of Secretary

(e) Election of Treasurer

(f) Election of Council Delegate (who attends both Full and Technical Council meetings).

*Any candidate for the post of Council Delegate should be made aware that, if elected, he will have responsibilities as a Director of SMAE Ltd. He must be either a full member of an affiliated club or a Fellow.*

*At this point, only the elected and co-opted members of the committee may stand for election to these posts and vote on (c), (d), (e) and (f). If none of the elected and co-opted members wishes to stand for election as Chairman or any of the other posts, or if multiple candidates have equal votes, the meeting moves on to;*

(g) Acceptance of voting Specialist Body Representatives

(i) The final voting strength of the meeting can now be noted.

(ii) The meeting **must** now elect the Chairman of the Committee. The newly elected Chairman then takes charge of the meeting.

(iii) If no one stands for election or the votes for multiple candidates are still equal, the Temporary Chairman, who chaired the first part of the meeting, will continue in the chair for the rest of the meeting and the matter must be reported to the next Full Council meeting

(h) Election of Secretary, Treasurer and Council Delegate if this has not been completed at items (d), (e) and (f).

(i) Election of PRO

(j) Election of Safety Officer

(k) Election of a Rules Officer

*Approved by Full Council on 12<sup>th</sup> September, 2009. The Rules Officer must be elected from the elected or co-opted members only. His duties are to ensure that any rules generated by the Committee or its Specialist Bodies are discussed by the Committee and minuted, with the sources noted, and then supplied in good time to the Technical Secretary to enable the BMFA rule books to be published early in the new year. Rule may be forwarded to the Technical Secretary as and when, preferably by late November but not later than mid-February at the very latest.*

(l) Appointment of the Committee Results Officer

(m) Decision on who will be the budget signatory for the Team Travel Fund if this is not to be the Treasurer

*The signatory can be changed at a later date by application to the BMFA Hon. Treasurer.*

**2 Apologies**

**3 Minutes of previous meeting**

**4 Matters arising**

**5 Miscellaneous Appointments**

BMFA domestic judges list if applicable

**6 Disciplines**

Confirmation of the disciplines covered by this Technical Committee. Including Specialist Bodies, Associate Groups, etc.

**By Council ruling, you should now review which disciplines are actually represented by the members of the Committee and, if any significant section is missing, you should begin to make efforts to have them represented by inviting a representative from the discipline to attend the Technical Committee meeting in a non-voting capacity.**

**7 Council Agenda**

Proposals to, or review of the Council Agenda.

*See the notes on page 1. The January Council agenda is usually finalised in the second week of December.*

*If your Technical Committee meeting is before the agenda closing date then you have time to make proposals to the Council meeting (speed of notification of proposals to the BMFA office will be essential, however).*

*If your meeting is after the agenda closing date then you should have the January Council agenda with you and can review it and instruct your Delegate on any matters you think are relevant*

**8 Nationals de-briefing and pre-planning**

*If you have already de-briefed the last Nationals, your minutes should say so. Detailed pre-planning of the next Nationals is not expected at this meeting but there may be some items that you need to initiate early and this is the place to do it*

*The Nationals Planning Meeting is concerned with infrastructure, not competitions, and any event queries should be raised at the March Technical Council meeting or directly with the appropriate Nationals Co-ordinator*

## 9 Teams

- (a) Teams for the next World or European Championships. Dates and venues of the Championships as well as the BMFA numbers and either club name or, if appropriate, 'Country Member', are to be included in any proposals to Council

If no team members are to be proposed for ratification at this time, the very least that you will be expected to do at the January Full Council meeting is to declare your intention that a team will be selected for specific Championships.

- (b) Dates of trials for World or European Championship teams (required for the Contest Calendar)

## 10 Team Managers and Assistant Team Managers

Proposals to ratify Team Managers and Assistant Team Managers **must** appear on the January Council agenda.

*Your outgoing Committee should have already considered this and made the appropriate proposals.*

*If they haven't done this, then your new Committee should meet in time to make such proposals to the January Council meeting To do this it is almost essential that you meet within three weeks of the BMFA AGM (see timing notes on page 1).*

*Whatever your Committee does, or has done, should be minuted carefully*

## 11 BMFA Competition Details (Open competitions run by or on behalf of BMFA)

- (a) Single Event Entry Fees
- (b) Season Tickets
- (c) Provisional Nationals Entry Fees
- (d) Team Selection Events Entry Fees

*Detail Seniors and Juniors if different. The information in (a) to (c) above must be sent to the BMFA office not later than the Monday before the January Council Meeting.*

*Entry fees may carry a variable supplement to cover site fees, licences etc. If they do then this should be noted, in brackets, after the entry fee in the information that is sent to the office for the January Full Council agenda.*

- (e) Certificate requirements for the coming year to BMFA office or the Records Officer as soon as possible.

*It is a Council requirement that you use the certificates for all your BMFA events*

## 12 The Technical Committee Annual Return

This should be filled in during the meeting or as soon after the meeting as practicable. It **MUST** be passed on the BMFA Leicester office as soon as possible.

*The names and details of both the Chairman of your Committee and your Council Delegate are required by the January Full Council meeting and this document is the only way that they can be put forward officially.*

## 13 Safety Review

## 14 Technical Committee's Other Agenda Items

The agenda presented here as your official 'first meeting' agenda only covers the items you have to consider to get the Committee set up and running. It is here for your benefit so that you don't miss any of the official details you have to complete at the start of the year.

**However, these are not the only agenda items you may consider and this is the place to slot in your 'normal' agenda.**

There are no restrictions in this section and this is where your normal business for the year will commence.

**15 Any Other Business**

**16 Date and venue of next meeting**

#### **IMPORTANT NOTE**

**The information collected at the first Technical Committee meeting that needs to be sent to the BMFA office must be sent to the office as separate document/s.**

**NONE of this information will be extracted from your minutes by the office or anyone else.**

**The information will be:**

The Committee Return

**And, where applicable :-**

- The BMFA Domestic Judges List (item 5)
- Proposals to the January Full Council meeting (item 7)
- Teams for World or European Championships or a declaration of intent to send a team (item 9)
- Dates for Team Trials and Diploma requirements for the coming year, if decided. If not, then please remember that this information will need to be passed to the office reasonably soon. (item 9)
- Any Team or Assistant Team Managers that need to be ratified (item 10)
- A list of competition entry fees for BMFA Open events, including the Nationals (item 11)

**To be Ratified by Technical Council - 15<sup>th</sup> October, 2011**