

Woodcraft Folk Annual General Meeting

(to be held as part of Woodcraft Folk Annual Gathering)

Saturday 24 September 2016,

Birmingham & Midland Institute, 9 Margaret Street, Birmingham B3 3BS

Final Agenda

1. Welcome & Introduction of Candidates for Election
2. Minutes of Annual Conference 2015 and Matters Arising
3. Election of Scrutineers and Tellers
4. Consideration of the Annual Report & Accounts and the motion:
"That the annual report and financial statements of Woodcraft Folk for the year ended 31 December 2015 be received and accepted."
5. Re-appointment of Auditors
"That Buzzacott LLP be appointed auditors and that they be paid for their services a sum to be determined by General Council."
6. Report of Standing Orders Committee
7. Consideration of Motions 1-5 and Amendments

[Company AGM to be adjourned for the consideration of non-company business]

- A. Consideration of Motions 6-8 and Amendments
- B. Consideration of Emergency Motions
- C. Other Non-Company Business

[Company AGM to be reconvened]

8. Declaration of Election Results and Appointment of General Council members
9. Other Business
10. Close of Meeting

Notes from Standing Orders Committee:

- Motions which alter the Governing Documents require two thirds of the votes held at the Conference in order to be carried
- General Motions (those which do not alter the Governing Documents) require a simple majority of votes cast in order to be carried
- Supporting Statements have been provided by movers of some motions for information, and to aid understanding and debate. For the sake of clarity they have been printed with the respective motions in this agenda, but do not form part of the motion to be amended or voted upon.
- The Company AGM shall comprise items 1-7 and 8-10. After the conclusion of item 7 (voting on motion 5), the AGM shall be adjourned to for items A-C (non-company business, to be conducted under Woodcraft Folk standing orders). After the conclusion of non-company business, the AGM will be re-convened for items 8-10.

7. Motions

Motion 1:

This Annual General Meeting agrees to replace SO.7(ii) with:

SO.7(ii) Motions to alter the Standing Orders will be accepted every third year. Motions to alter the Articles of Association and the Aims, Principles and Programme will be accepted every year

This Annual General Meeting agrees to remove SO.8(i) and renumber.

Rationale:

SO.7 (ii) in its current form is incompatible with company law and therefore potentially confusing to people unfamiliar with Woodcraft's governing documents

SO.8(i) is incompatible with company law and therefore pointless.

Proposer: General Council

Note from SOC: This motion seeks to amend the Standing Orders document. This motion is therefore taken as part of the formal company Annual General Meeting subject to the additional rules required by company law. It requires a two-thirds majority of votes held at the Annual General Meeting to pass.

Motion 2:

This Annual General Meeting agrees to insert a new SO.8 into the Standing Orders and renumber accordingly:

SO.8 Annual Policy Meeting

An Annual Policy Meeting shall be held in conjunction with the Annual General Meeting

- i. The Annual Policy Meeting shall not be a General Meeting for the purposes of the Companies Act
- ii. The Annual Policy Meeting shall observe the Standing Orders for an Annual General Meeting except as follows:
 - a. No delegate shall hold more than one voting card.
 - b. Motions and Amendments to the Annual Policy Meeting may be proposed by General Council, District Associations, Groups, District Fellows Althing, Venturer Committee, District Fellows Committee, Regional Conferences, Annual General Meetings and Annual Policy Meetings.

Rationale:

There are currently no written rules governing the non-company meeting. Adding this new Standing Order formalises the existence of the non-company meeting in part (i) and lays out the rules for that meeting in (ii): (a) is the ban on proxies, (b) copies the proposal rights for such a meeting from the Governing Documents of the old organisation but changes some names as appropriate and adds Venturer Committee to the list in accordance with Motion 1 from 2014.

Proposer: General Council

Note from SOC: This motion seeks to amend the Standing Orders document. This motion is therefore taken as part of the formal company Annual General Meeting subject to the additional rules required by company law. It requires a two-thirds majority of votes held at the Annual General Meeting to pass.

Motion 3:

This Annual General Meeting agrees to replace SO.2 with the following:

SO.2 Standing Orders Committee

- (i) There shall be a Standing Orders Committee, which shall apply these rules as necessary. Members of this committee may not be General Meeting delegates.
- (ii) The Standing Orders Committee shall be composed of 6 members, 3 elected each Annual Conference for a period of two years. The General Secretary or representative of the General Secretary shall act as ex-officio secretary to the Committee. The Standing Orders Committee shall be elected in the same manner that General Council Members are elected.

Rationale:

The current SO.2 references a non-existent part of the Governing Documents with regards to the election of Standing Orders Committee Members. This motion removes the erroneous reference and adds the rules from the old organisation into the current Governing Documents.

Proposer: General Council

Note from SOC: This motion seeks to amend the Standing Orders document. This motion is therefore taken as part of the formal company Annual General Meeting subject to the additional rules required by company law. It requires a two-thirds majority of votes held at the Annual General Meeting to pass.

Motion 4:

This Annual General Meeting agrees to amend DEF.2 in the Aims, Principles and Programme as follows:

Replace DEF.2 (i) with:

“DEF.2 (i)

Individual young members shall be all people who attend a registered group and will be required to pay an initial joining fee of £10 per member to the National Office where details of each member will be recorded. This amount to be amended each year at Annual General Meeting.”

Replace FIN.2 with

“FIN.2

- i. Initial membership of the Woodcraft Folk should be paid to the Central office as a contribution to the running of the organisation
- ii. Group registration should be paid annually through the District Association where one exists. In the case of hardship an appeal may be made to the General Council, through the District Association, where one exists.
- iii. Affiliated groups should pay an annual membership fee to the central office and receive information about the organisation and special events. This list to be published each year at the Annual General Meeting.
- iv. Adult membership should be paid annually by direct debit where possible. Adults to be encouraged to donate additional funds to assist with our development programme.”

.../continues overleaf

Each young person become a registered direct member of Woodcraft Folk by joining and paying a one-off fee. Initially this will involve all young members paying a fee of £10 per member for 2017.

The group registration fee to be £50 for 2017.

The fee for affiliated groups to be £25 for 2017.

Rationale

This will:

- 1. Build a sense of ownership and belonging amongst all of our members.*
- 2. Build a database with massive campaigning potential.*
- 3. Generate funds more evenly towards paying for the national organisation and take the burden of finance away from Group leaders whose prime task is to provide a social education programme for members.*
- 4. The shortfall in the following year's income to be raised by asking for donations from those who can afford it and to seek alternative ways of bringing in income from other sources. Direct office time to meeting these objectives.*

Proposer: Southwark District

Note from SOC: This motion seeks to amend the Aims, Principles and Programme document. This motion is therefore taken as part of the formal company Annual General Meeting subject to the additional rules required by company law. It requires a two-thirds majority of votes held at the Annual General Meeting to pass.

Note from SOC: Motions 4 and 5 are mutually exclusive. They cannot both pass, if Motion 4 is passed, then Motion 5 automatically falls.

Motion 5:

The Annual General Meeting agrees that each young person shall become a registered direct member of Woodcraft Folk by joining and paying a one-off fee (the Aims, Principles and Programme to be amended as appropriate).

This will:

1. Build a sense of ownership and belonging amongst those young people;
2. Build a database with massive campaigning potential;
3. Generate revenue (can help in review of membership fees).

Proposer: Newham Watersmeet

Note from SOC: This motion seeks to amend the Aims, Principles and Programme document. This motion is therefore taken as part of the formal company Annual General Meeting subject to the additional rules required by company law. It requires a two-thirds majority of votes held at the Annual General Meeting to pass.

Note from SOC: Motions 4 and 5 are mutually exclusive. They cannot both pass, if Motion 4 is passed, then Motion 5 automatically falls.

Note from SOC: This motion seeks to amend the Aims, Principles and Programme document in a way that is not specified in the motion. SOC recommends that the aims of the motion would be achieved by adding the following clause FIN.2 (iii) to the Aims, Principles and Programme document:

FIN.2 (iii): All Young Members shall become direct members of the organisation through a one-off payment to the national organisation. The amount to be set by a motion the Annual General Meeting.

A. Motions

Motion 6:

This Annual General Meeting agrees that future Annual General Meetings will, if possible, allow participation without physical attendance. Appropriate systems will be put in place to ensure all groups are able to engage without necessarily travelling to the meeting.

Proposer: General Council

Motion 7:

This Annual General Meeting agrees that Woodcraft Folk will proactively support vulnerable communities by targeting children from these communities for recruitment. This contributes to our commitment in our Bigger and Better plan to "reach out to new communities".

We will set up a working group reporting to General Council for this purpose.

This group will collate and create resources for groups to tackle discrimination and build inclusive groups.

This group will host an on-line forum for members to share challenges and successes, support each other and develop good practice.

Each group and district will be required to plan how they will increase engagement from vulnerable communities.

Proposer: Newham Watersmeet

Motion 8:

This Annual General Meeting enthusiastically welcomes discussions at Folk Assembly about organising an international camp in 2020. International camps let you make new friends from around the world and learn about other cultures. This Annual General Meeting encourages camp organisers to support districts and members to share ideas to ensure the camp is as good as it can be for everyone. We welcome the involvement of Elfins and Pioneers at Folk Assembly to make it a camp for all Woodcraft ages and thanks Tom Brooks and Naomi Wilkins for volunteering to start this process. This Annual General Meeting instructs the organisers of International Camp 2020 to continue to involve Elfins and Pioneers to ensure it is a camp for all Woodcraft ages and calls on Elfin and Pioneer leaders to get involved in the planning of the camp.

Proposed by: Machynlleth Pioneers

Note from SOC: The wording of this motion in the Preliminary Agenda was an earlier draft published in error. The wording above is the wording ruled in order by SOC.

APPENDIX:

An *at-a-glance* guide to Annual Conference procedures for Woodcraft Folk

Reproduced from the end of the constitutional Standing Orders document.

References made to SO. numbers refer to sections in that Standing Orders document.

The Chair:

Keeps order and runs the debate in accordance with the Standing Orders.

Standing Orders Committee:

Organises the agenda for the Conference, and makes sure all the Standing Orders are properly applied. Members of Standing Orders Committee are always available to be consulted – and will help and advise you. Use e-mail before the Conference (soc@woodcraft.org.uk) – or look for their table close to the stage in the conference hall.

Motions (see also SO.11-13 & SO15):

Motions are proposed and seconded by the people who brought them to Conference. They're then open for other people to make comment (which is called '*debate*'). When the debate is over the proposer has the right to have a final word, (which is called the '*right of reply*') and then a vote is taken.

Anyone who is a member of Woodcraft Folk can make a comment in the debate on a motion. It's good to get up and go to the front of the hall near the microphone and wait in line so the Chair knows you want to speak.

There's a time limit on speeches about motions. The proposer of a motion is allowed to speak for 5 minutes, but everyone else is limited to 3 minutes. At the microphone there are three lights: when you start to speak the green light will be on, the yellow light comes on when there's a minute left, and when the red light comes on your time is up!

Apart from the proposers '*right to reply*', nobody is allowed to speak more than once about any one motion. However, if somebody makes a '*request for information*' about your speech you are allowed to answer them, and if you made a speech about an amendment, you can speak again about the main motion.

Amendments (see also SO.11-13):

If there is an amendment to a motion, the amendment is proposed and seconded after the main motion has been proposed and seconded, but before any debate starts. After that, the amendment is debated so that Conference can vote on whether or not to accept the amendment *before* debate starts on the main motion.

The proposer of a motion may say before they begin the proposing speech that they are willing to accept an amendment (or amendments) which have been submitted. If this happens the Chair will ask immediately for a vote to see if the Conference agrees – and if it does, then the motion is amended immediately.

When people talk about an '*original*' motion, they mean the motion as it was first written. If Conference votes for an amendment, the amended motion which results is called the '*substantive*' motion.

Interruptions to Debate (see also SO.16):

If you think the rules of debate are not being followed properly then you can use:

'Point of Order' – at a convenient moment (e.g.: between speeches) go to the microphone, or stand up, and say 'Point of Order' clearly. If your point is so pressing that you need to make it in the middle of a speech – simply stand up and say 'Point of Order' loud and clear. Then wait. The Chair

will normally give you permission to speak straight away, and you can tell the Conference what you think is wrong. Refer to the section of the Constitution or the Standing Orders which are appropriate. If you're not sure about this, go to the Standing Orders Committee immediately and ask them – once a vote has been taken it may be too late to do anything. If you think more information is needed then you can make a:

'Request for Information' – at a convenient moment (e.g.: between speeches) go to the microphone, or stand up, and say 'Point of Information' clearly. When the Chair indicates to you, ask for the information you think is needed – it may be appropriate for the proposer to give this in the right to reply, or it may be that a Woodcraft Folk officer or member of General Council can provide the information which is needed to help Conference.

Getting a Motion Withdrawn (see also SO.13):

If you want a motion to be removed from the agenda before the debate on it starts, you can propose that it be:

- a *'not put'* – if this is carried – the motion is simply removed from the agenda.

The Chair will ask for a seconder, and then you will have the opportunity to speak and say why you think this should happen. There may be one speech against your proposal, and then there will be a vote.

Closing the Debate (see also SO.21):

If you want the debate to end, and you haven't already spoken in the debate, you can propose:

- a *'the closure'* – if this is carried - Conference moves immediately to the right of reply and a vote.
- b *'next business'* – if this is carried - Conference abandons the debate and moves immediately to the next item on the agenda. No vote is taken, and the motion is never debated again.

The Chair will ask for a seconder, and then you will have the opportunity to speak and say why you think this should happen. There may be one speech against your proposal, and then there will be a vote.

Adjourning the Debate (see also SO.20):

If you want the debate to be carried on somewhere else without this Conference voting on it, and you haven't already spoken in the debate, you can propose that the matter:

- *'lie on the table'* – if this is carried - the motion goes to the next Annual Conference
- *'be remitted to General Council'* – if this is carried - the motion goes to the next General Council meeting

The Chair will ask for a seconder, and then you will have the opportunity to speak and say why you think this should happen. There may be one speech against your proposal, and then there will be a vote.

Emergency Motions (see also SO.14):

Emergency motions must relate to urgent issues which have arisen since the closing date for motions, which cannot be dealt with in any other way, and which are important enough to justify rearranging the Conference business. If you think you want to propose one, ask for advice from the Standing Orders Committee.

Suspension of Standing Orders (see also SO23):

This means setting aside one or more of the rules which govern Conference procedure. It has the potential to disregard normal democratic processes, and should only be considered if there is a matter of urgency which cannot be resolved in any other way. If you think you need to do this, ask for advice from the Standing Orders Committee.

Status and Authority of this Appendix:

The Standing Orders (SO.1 – SO.26) set out in the constitutional Standing Orders document are the rules which govern how the Woodcraft Folk conducts its Annual Conference and some other meetings. This Appendix is part of the Standing Orders document and goes with the rules. It's designed to explain and interpret the rules, and make them easier to understand, but it's not part of the rules themselves.

This means that if ever the Standing Orders themselves (SO.1 – SO.26), and this appendix, seem to contradict each other – then the Standing Orders must be seen as correct, and anything different suggested by this appendix is wrong.