

BASW AGM Inclusion Guidance

17th June 2022

BASW is delighted to be welcoming members and delegates online and in person to the BASW AGM on Friday 17th June 2022.

This short guidance sets out helpful information to share on how the AGM will run and how to engage in the AGM and the motions.

Joining the AGM

In person: Registration for the AGM opens at 8.15am at the University of Birmingham Teaching and Learning Building. If you are joining in person, please do take to seats by 9.30am.

Online: If joining online, please do check your emails for joining instructions in advance and then ensure you join the AGM by 9.30am.

There won't be a break due to pressure of time, but if you need to step out of the meeting please do so.

If you have any questions, please contact the events team at events@basw.co.uk

Accessibility

In person: The building has been designed to be fully accessible. There are two lifts giving access to every floor along with accessible toilets. All rooms are equipped with infra-red assistance systems. More detail can be found on the [University website](#).

Online: We will open comments and monitor chat during the online event and aim to share engagement with the conference speakers. Closed captions can be enabled by individual viewers. All online delegates will not have mic / camera functionality, any comments must be made via the main stage chat facility.

Asking questions at the AGM

There are two points in the agenda when the panel will answer questions that have come in so far.

In person: Fill in slip with name and topic; this will go to the Chair who will invite you to speak from your seat with the mic brought to you.

Online: Please put your questions in the chat marked as **Question**; it will be forwarded to the chair to answer.

Proposing motions

Proposer will speak in person in the room for two minutes. Secunder can speak for one minute or use show of hand to second.

Speaking on motions

Speakers have one minute to speak on a motion, here is how to request to speak:

In person: Fill in the slip available from staff with your name and the motion number; this will go to the Chair who will invite you to speak from your seat with the mic brought to you.

Online: Please put full comment in chat marked as **Response to Motion Number X**; it will be forwarded to the Chair and read out. If you know that you will not be attending the meeting in person and want to speak on a motion, you can nominate someone in the room to speak for you.

Speaking on motions - advance comments

The chat will be open online for discussion between members so that you can debate the motions. Please view this and engage as you would like.

Voting

In person: show of hands in the room, unless close and poll count called.

Online: Online voting will be via polls, please follow the instructions.

The count will be given to the Chair to announce the result unless proxies are needed, in which case there will be a delay and the result will be given as soon as possible.

Non-members are welcome to attend and view the BASW AGM, however please note only BASW members can engage, vote or comment on motions.

Process for voting on Amendment

- The original motion will be proposed and seconded to start with.
- Then the amendment will be proposed and seconded, and discussed. The proposer of the motion has a right to speak at the end of the discussion on the amendment, however the proposer of the amendment does not.
- The amendment is then voted on and, if it is agreed, it replaces the original motion. If the amendment is not agreed, then the original motion remains.
- There is then discussion and voting on the motion in line with above for online and in person guidance.

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