

# A02 GENERAL MEETINGS

## A02.1 POWERS OF THE ANNUAL GENERAL MEETING

### *Ref: Constitution (1992) Article 15*

The Annual General Meeting (hereafter referred to as the AGM), being the highest authority of the JCF, exercises its legislative and executive powers - unless otherwise defined below.

It approves the JCF budget, elects the Executive Council, and determines the schedule of JCF activities.

It supervises the activities of the Executive, the President and also the other JCF officials and organizations. All major decisions taken by the Executive Council shall be reviewed by the following AGM. Every party concerned may appeal decisions of the Executive Council to the AGM.

The AGM may amend the Constitution by a 75% majority of the votes cast PROVIDED THAT not less than 50% of the ordinary membership of the JCF is in attendance at the meeting or be represented by proxy.

When the AGM is not in session its powers are transferred to the Executive Council. However, the Executive Council cannot take decisions involving changes in the Constitution.

## A02.2 PREPARATION FOR THE AGM

### *Ref: Constitution (1992) Article 14*

#### **Venue**

The Annual General Meeting of the J.C.F shall be held no later than the 30<sup>th</sup> day of June of every year. The place and date of the AGM are determined by the preceding AGM, or in the absence of such a decision, by the President.

#### **Notice**

The Secretary shall send notice to all members in good standing, to include the complete agenda and other documents, at the latest two weeks before the opening of the AGM.

In an odd-numbered year the Notice shall contain a list of persons declared by the Nomination Committee to be eligible for election.

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### A02.3 LEGALITY OF THE AGM

*Ref: Constitution (1992) Article 14*

#### A02.3.1 Registration

At the beginning of the AGM there shall be a period for the establishment of the legality of the meeting, during which the Executive Council Officers shall examine the quorum and the proxies presented for verification. A Register of members in good standing (comprised of those present and proxies) shall be created for purposes of voting.

#### A02.3.2 Proxies

An absent member (in good standing) may be represented by another person (proxy), who is also a member (in good standing). A member cannot hold more than one proxy.

A proxy can be assigned to a member only by written authorization (either an original copy of a letter or a faxed copy. In emergency the AGM can approve a proxy on notification by other means).

For a proxy to be valid, it must be signed by any of the following accredited officials of the JCF in the order of precedence of: President, Vice-President, Treasurer and Secretary.

#### A02.3.3 Quorum

The quorum of the meeting shall be 20 Ordinary Members (including proxies); if a quorum is not present when the meeting is called to order, the meeting shall be adjourned for a period of 7 days for the same place and time when it may proceed to transact its business, although the requisite quorum is not present.

#### A02.3.4 Voting

Every ordinary member in good standing shall have one vote at the AGM. The other participants in the AGM have a consultative voice only.

Prior to voting all relevant communications from absent members shall be brought to the attention of those present. Votes shall be made orally unless otherwise decided by a 2/3 majority. Votes on elections are to be made by secret ballot, unless otherwise decided by a 2/3 majority.

Decisions shall be made with the majority of the votes delivered, without taking into account abstentions. In the event of a tie in voting, the President decides (with the exception of elections).

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### A02.4 PROCEEDINGS OF THE AGM

*Ref: Constitution (1992) Article 14*

#### A02.4.1 Attendance

Sessions of the AGM are public, unless it is decided otherwise by simple majority vote.

#### A02.4.2 The Chair

The President of the J.C.F. shall preside at the meeting; in his absence one of the Vice-Presidents (in order of seniority) may preside; and in their absence the meeting may elect a Chairman.

#### A02.4.3 The Agenda

##### (a) Ordinary Business of the Annual General Meeting

This shall include the following: (i) Confirmation of the minutes of the previous meeting; (ii) Report of the President; (iii) Adoption of the Financial Statements for the preceding year; (iv) In an odd-numbered year, election of the Executive Council; (v) In an even-numbered year, election of the Nomination Committee.

##### (b) Consideration of Other Matters

The Annual General meeting may consider any matter of which at least 30 days written notice thereof had been given to the Council. Proposals of members or JCF officials or organizations, or affiliated organizations, which are to be included in the agenda for the AGM, should reach the Secretary not later than 30 days before the beginning of the AGM.

#### A02.4.4 Additional Matters

A new motion (not previously included in the Agenda) shall be considered only if decided by a 2/3 majority of those eligible to vote.

#### A02.4.5 Minutes

The Secretary shall keep a record of decisions taken, the outcome of voting on proposals and the results of elections held. These minutes shall be made available to all interested parties at the latest three months after the closing of the AGM.

## A02 GENERAL MEETINGS

### A02.5 ELECTORAL REGULATIONS FOR THE AGM

*Ref: Constitution (1992) Articles 7, 8, 12 and 14*

**A02.5.1** Three scrutineers (a chief and two others) shall be appointed for the elections.

**A02.5.2** Eligibility for office pertains only to those persons who are members in good standing.

### A02.5.3 ELECTIONS FOR THE NOMINATION COMMITTEE

- (a) Voting shall be by a show of hands. In the event of a tie the President will have the casting vote.
- (b) The members of the Nomination Committee shall be elected for a period of 2 years and shall demit office at the next Annual General Meeting after their election held in an even-numbered year, when they shall be eligible for re-election
- (c) Any ordinary member shall be eligible for election to the Nomination Committee, even if such a member is already elected or is a candidate for election to the Council of the J.C.F.
- (d) Elections shall be held for a Chairman and two other members.

### A02.5.4 ELECTIONS FOR THE EXECUTIVE COUNCIL

- (a) Marked ballots shall be prepared for the elections, with the names of the candidates if there is more than one for a given office. Each ballot shall contain at least as many names as there are places to be filled in the Executive Council, otherwise the ballot shall not be valid. A majority of the votes cast, not counting abstentions, shall be required for the election of the Officers individually.
- (b) The Executive Council shall be elected for a period of 2 years and shall demit office at the next AGM held in an odd-numbered year, when they shall be eligible for re-election.
- (c) No member shall stand for election to the Executive Council unless his name is in the list of candidates included in the Notice of the AGM.
- (d) Elections shall be held, in the following order, for
  - 1) The President - The chief scrutineer will temporarily assume the chairmanship of the meeting until the election of the President is completed, when the incoming President shall take over. Each Presidential candidate will have a maximum of ten (10) minutes to present his program. The order of appearance shall be based on the drawing of lots.
  - 2) The remaining 5 Officers of the JCF - Three Vice Presidents, Secretary and Treasurer, in that order. A majority of the votes cast, not counting abstentions, shall be required for the election of the officers. The Vice-Presidents shall be elected in such a way that one Vice-President is elected from each County. When electing a Vice-President the AGM - apart from exceptional cases - shall agree in principle with the opinion expressed in majority of representatives of the members belonging to the County. Where this majority is not present, the AGM will act on behalf of the majority of the members of the County.
  - 3) The eight other Council Members.

# A02 GENERAL MEETINGS

## A02.6 SPECIAL GENERAL MEETINGS

*Ref: Constitution (1992) Article 14*

### A02.6.1 CONVENING A SPECIAL GENERAL MEETING

A Special General Meeting (hereafter called SGM) can be summoned (a) by the President; or (b) by the Executive Council; or (c) by the Secretary, PROVIDED THAT a written requisition stating the matter to be dealt with by the Meeting and signed by at least 20 ordinary members in good standing has been served on the Council at least 30 days before the date of the proposed Meeting.

### A02.6.2 POWERS OF THE SGM

The SGM may hear only the matter on which it has been convened, and make decision on that matter.

In the case of a matter involving the Constitution, the SGM may amend the Constitution by a 75% majority of the votes cast PROVIDED THAT not less than 50% of the ordinary membership of the JCF is in attendance at the meeting or be represented by proxy.

### A02.6.3 PREPARATION FOR THE SGM

#### Venue

The President, with the consent of the Executive Council, will determine the place and date of the SGM.

#### Notice

The Secretary shall send notice to all members in good standing, to include the complete agenda and other documents, at the least 7 days before the opening of the SGM.

### A02.6.4 LEGALITY OF THE SGM

#### A02.6.4.1 Registration

At the beginning of the SGM there shall be a period for the establishment of the legality of the meeting, during which the Executive Council Officers shall examine the quorum and the proxies presented for verification. A Register of members in good standing (comprised of those present and proxies) shall be created for purposes of voting.

#### A02.6.4.2 Proxies

An absent member (in good standing) may be represented by another person (proxy), who is also a member (in good standing). A member cannot hold more than one proxy.

A proxy can be assigned to a member only by written authorization (either an original copy of a letter or a faxed copy. In emergency the SGM can approve a proxy on notification by other means).

For a proxy to be valid, it must be signed by any of the following accredited officials of the JCF in the order of precedence of: President, Vice-President, Treasurer and Secretary.

#### A02.6.4.3 Quorum

The quorum of the meeting shall be 20 Ordinary Members (including proxies); if a quorum is not present when the meeting is called to order, the meeting shall be adjourned for a period of 7 days for the same place and time when it may proceed to transact its business, although the requisite quorum is not present.

#### A02.6.4.4 Voting

Every ordinary member in good standing shall have one vote at the SGM. The other participants in the SGM have a consultative voice only.

Prior to voting all relevant communications from absent members shall be brought to the attention of those present. Votes shall be made orally unless otherwise decided by a 2/3 majority. Votes on elections are to be made by secret ballot, unless otherwise decided by a 2/3 majority.

Decisions shall be made with the majority of the votes delivered, without taking into account abstentions. In the event of a tie in voting, the President decides (with the exception of elections).

## A02 GENERAL MEETINGS

### **A02.6.5 PROCEEDINGS OF THE SGM**

#### **A02.6.5.1 Attendance**

Sessions of the SGM are public, unless it is decided otherwise by simple majority vote.

#### **A02.6.5.2 The Chair**

The President of the J.C.F. shall preside at the meeting; in his absence one of the Vice-Presidents (in order of seniority) may preside; and in their absence the meeting may elect a Chairman.

#### **A02.6.5.3 The Agenda**

The SGM may consider only the matter for which it has been convened.

#### **A02.6.5.4 Minutes**

The Secretary shall keep a record of decisions taken and the outcome of any vote taken. These minutes shall be made available to all interested parties at the latest one month after the closing of the SGM.