ARRANGEMENTS FOR THE CPA SCOTLAND BRANCH ANNUAL GENERAL MEETING TO BE HELD ON WEDNESDAY 20 JUNE 2012

1. The purpose of this paper is to provide a timescale for the flow of information to Members in relation to the Annual General Meeting (AGM).

2. Members of the Branch Executive Committee are invited to:
   - Note the overall arrangements for the AGM.
   - Approve the draft agenda which is attached at Annex A.
   - Agree Members who have participated in CPA events this year should be invited to attend the AGM to share their experience with other Members.

3. A copy of the Branch Rules is also attached at Annex B for information.

4. Briefing and co-ordination of points for each Member of the Branch Executive Committee to cover at the AGM will be provided nearer the time.

**Logistics**

Members are requested to also note the following:

- The Presiding Officer is available to chair the AGM.
- The meeting will take place in Committee Room 2 at 1.00pm.
- A sandwich lunch will be provided.
- If more than 4 nominations are received then a ballot will need to be held.
- One of the main political parties tends to hold its group meeting on Wednesday’s over the lunchtime period, it is therefore a possibility that some Members from that group may not be able to attend if parliamentary business is brought forward which has happened in the past. If the date was moved to Thursday there would be the same risk.
Timescale

- 30 May - Circulate notice to all Members informing them about arrangements for the AGM together with a nomination form.

- 13 June - Last date for return of signed nominations for membership of the Branch Executive Committee.

- 13 June - Last date for notification of intent to raise issues under any other business.

- 13 June - Draft minutes, agenda, Branch Annual report and draft forward programme of activities circulated to all Members.

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