To: Honorary secretaries of BMA divisions in the United Kingdom.

Copy for information to: Honorary secretaries of regional councils, members of council, members of organisation committee and coordinators of BMA regional centres and national offices.

Dear secretary

1 Annual Representative Meeting

Key dates

- Divisions must elect their ARM representatives and notify the BMA council secretariat of their names by Friday 1 March 2019

- The deadline for receipt of ARM motions via the database is Friday 5 April 2019 (9.00 am). Late motions will not be accepted. Please submit your motions well before this date if possible.

- The 2019 ARM will be held at Belfast Waterfront Hall, Belfast from 23 to 27 June 2019

Motion drafting service

The BMA provides a motion drafting service to support members who wish to submit motions to BMA conferences; either through providing factual information or through assistance with motion wording. Further information will follow in subsequent division circulars.

Division meetings

May I remind you that the bye-laws require divisions to hold a general meeting to formulate motions, if they wish, for submission to the ARM, and later to brief their representative(s) after publication of the ARM agenda. Bye-law 18(2) was changed at the 2010 ARM to allow divisions to agree ARM motions electronically. The bye-law reads as follows:

18. General meetings of each division shall be held:
   (1) for the appointment of officers
   (2) for the formation of motions for submission to the annual representative meeting (motions may be agreed electronically and must have the agreement of at least five members of that division), and
   (3) for the purpose of considering the agenda of that Annual Representative Meeting, and instructing the representative or representatives thereon.”
2 Articles and Bye-laws

Please follow the link to view the current 2018-19 version:

http://www.bma.org.uk/byelaws

3 BMA Policy and ARM 2018 minutes

The book containing the policies of the Association passed at meetings of the Representative Body has been updated to include the resolutions carried at this year’s ARM. BMA policies and the electronic BMA policy book are available to download via the website http://web2.bma.org.uk/bmapolicies.nsf/WebHome?OpenForm

For your information- please see appendix 1 for a list of motions passed at the 2018 ARM. Actions to date on these motions will published on the BMA website in January 2019.

Please also see appendix 2 for the ARM 2018 minutes and appendices. N.B The ARM 2018 minutes and appendices are currently ‘unconfirmed’ as they not formally final until confirmed by the Representative Body at the 2019 ARM. I remind you about Standing Order 89 and the procedure for dealing with motions not reached ‘...If the sponsoring constituency wishes such a motion to be pursued, it shall be entitled to submit a written memorandum for the consideration of the council or appropriate committee, and/or to submit oral representation’. Any queries please contact Nick Harrison (nharrison@bma.org.uk).

4 Division officers

I should be grateful if you would please complete and return the enclosed form in appendix 3 by Friday 2 November 2018, indicating any previously undisclosed changes to the officers of your division for 2018-2019

5 Conference and Annual Representative Meeting dates 2019

The 2019 ARM will be held at Belfast Waterfront Hall, Belfast from 23 to 27 June 2019

The provisional timetable of the conferences and other key dates are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>28 February</td>
<td>Consultants conference</td>
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<tr>
<td>1 March</td>
<td>Divisions must elect their ARM representatives and notify council secretariat. Any seats that are unfilled by 1 March will be reallocated by the regional and national councils. Regional coordinators and national secretaries will be informed of the numbers of unallocated seats soon after this date has passed.</td>
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<tr>
<td>1 March</td>
<td>Conference of honorary secretaries of BMA divisions and regional councils</td>
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<tr>
<td>5 March</td>
<td>Public health medicine conference</td>
</tr>
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15 March Retired members conference
19 - 20 March UK LMC Conference
29 March Conference of medical academic representatives

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<tr>
<th>5 April (9.00 am)</th>
<th>Last date for the receipt of motions for consideration by joint agenda committee</th>
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12 - 13 April Medical students conference
16 April Joint agenda committee
1 May Armed forces conference
7-8 May ARM agenda committee
14 May ARM agenda committee
17 - 18 May Junior doctors conference

May/June Issue of annual report of council to honorary secretaries and posting of the annual report of council on the website (*date to be arranged*)

21 May Staff and associate specialists conference
24 May Issue of ARM agenda and other documents to representatives
24 May Publication of ARM agenda on the BMA website
12 June Augmented agenda committee
21 June Publication of the supplementary agenda on the BMA website
23 to 27 June Annual Representative Meeting, Belfast Waterfront Hall, Belfast

Please note the closing time and date for motions to the ARM. For branch of practice conference motion deadlines please contact the relevant BoP secretariat. No motions arriving after the deadline can be accepted, regardless of when they are posted.

6 Awards and honours of the Association

BMA honours are awarded for distinguished service to the British Medical Association. For further information about the awards, please see the guidelines and criteria, and the appropriate nomination form available to download from the BMA website:


The deadline for nominations is **7 December 2018**. The completed nomination forms and any associated references required should be sent electronically to OOMahoney@bma.org.uk (Olivia O’Mahoney, council secretariat, BMA House, Tavistock Square, London WC1H 9JP).
7 ARM elections results

Results from the ARM elections can be found on the BMA website:

https://www.bma.org.uk/collective-voice/committees/committee-elections-2018

8 BMA Charities

BMA Charities helps medical students, doctors and their families in times of financial crisis. Further information regarding our grants can be found at https://www.bma.org.uk/about-us/who-we-are/bma-charities.

9 Royal Medical Benevolent Fund

The annual appeal letter from the Royal Medical Benevolent Fund will follow in a subsequent division circular.

Yours sincerely

Sally Ann-Cole
Senior governance and committee manager
Council secretariat, BMA