BMA divisions
D2 circular 2016-17

3 November 2016

Our Ref: CS/LD/pb

To: Honorary secretaries of divisions and regional councils 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

This division circular notifies you of the deadlines for ARM representatives, ARM motions and division grants. It requests the completion of the following documents:

- Submission of ARM representatives and deputy representatives. Please submit names to the secretariat (pbutton@bma.org.uk) no later than 1 March 2017 (appendix 1)
- Annual report and financial statement no later than 22 March 2017 (appendix 5)
- Any changes to the officers of the division (appendix 4)

1 Appointment of representatives - Annual Representative Meeting. The 2017 ARM will be held in the Bournemouth International Centre (BIC), from Monday 26 June to Thursday 29 June inclusive. Registration will open on Sunday 25 June from 3 pm.

Please note that as usual the list of ARM representatives is finalised a week before the ARM and no late submission of names is permitted - bye-law 30: All representatives shall have been elected or appointed no later than one week (19 June 2017) before the annual representative meeting at which they are due to take up office. Please note, this also applies to deputies.

In 2017 the BMA will introduce e-voting and nominations for the elections held at the ARM. There will be no paper copies. The list of ARM voting representatives is used as the electorate. Further information regarding electronic elections will be communicated to members shortly.

The allocation of division seats for the 2017 ARM has been approved by the organisation committee and arrangements should now be made for your division to elect its representative(s) and deputy(ies). Please note that as a result of changes to the bye-laws, agreed at the 2009 Annual Representative Meeting, divisions are now obliged to elect their
representative(s) by 22 February each year and the enclosed form of notification should be received by council secretariat no later than 1 March 2017. After this date unallocated division seats will be re-allocated to regional councils and national councils. Further guidance on the different routes in which members can attend the ARM is enclosed in appendix 2.

Divisions are strongly encouraged to meet and elect their ARM reps well before this date. However, please do not wait until then, if it can be completed earlier, this will enable us to send details of hotel accommodation without delay to those appointed. Representatives’ badges will include both their preferred first name and surname, so I should be grateful if you would please complete the form in appendix 1 with both names. Please also ensure that you complete the tick box for those representatives who will be first time attenders at the 2017 ARM as it is likely that a special introductory event will be organised once again for new representatives in 2017. May I remind you of the rules (which should be strictly observed) regarding the appointment of representatives, which are set out in the bye-laws and explained in appendix 2.

Appendix 3 to this circular sets out the seat entitlement of each division. Please check the list carefully to ensure that your division elects the correct number of representatives. There are some minor changes from last year as the number of representatives is based on the membership of each division as at 1 October 2016 but within the limitation of a total allocation of seats of 280.

Where a division is entitled to elect two representatives, those representatives shall not both be in the same branch of practice group. Where a division is entitled to elect three or more representatives not more than two of them shall be in the same branch of practice group. A deputy shall normally, but not necessarily, belong to the same category as the representative for whom he/she acts as deputy. It is particularly important that divisions elect deputy representatives in case the elected representative(s) cannot attend the ARM. Please let Pauline Button (pbutton@bma.org.uk) 0207 383 6148 know as soon as possible of changes to your division’s representatives.

The chair of the RB and secretariat is likely to communicate with members of the RB both before and after the ARM and it would therefore be very helpful if you would please provide your representatives’ email addresses.

The deadline for receipt of ARM motions by council secretariat is Friday 7 April 2017 (9.00am).

Please note that the ARM motions database for receipt of motions approved at quorate division and regional council meetings is now open. Please ensure that you are eligible to enter motions on the ARM motions database from a division or regional council well in advance of the deadline (Friday 7 April 2017, 9.00am). Motions received after the deadline will not be accepted.

In order to ensure that motions submitted via the database are being sent on behalf of divisions, a user group has been set up so that only honorary secretaries of divisions will have access to the database via the BMA member website. To access the BMA member website you will need to be registered with a user name and password. For website login FAQs such as forgotten password please go to https://www.bma.org.uk/about-us/website-help/web-faq or you can contact the membership team on membership@bma.org.uk/ 0207 383 6955.
To submit your motions you will need to go to [www.bma.org.uk/motionsarm](http://www.bma.org.uk/motionsarm) and enter your user name and password. This launches the motions web page where you can submit your motion(s). Follow the directions as shown on the attached copy of the web page. Please note that only one motion may be submitted at a time so that it can be properly logged in our database. Once a motion has been submitted you will receive confirmation and the text of the motion, via your email address, and will be given the option of submitting another motion. You do not need to enter the name of your division as this is automatically picked up from your user name. You will however need to ensure that you:

1. tick the box if the motion should not be moved to another branch of practice conference
2. tick the box to confirm that the meeting was quorate (ie not less than five members)
3. type in or attach the list of names of those present at the meeting at which the motion(s) was agreed in the appropriate box provided. You need only provide the list of names with the first motion.
4. click on the submit button to send your motion

If you should experience any problems with accessing the ARM motions database or submitting your motion(s) please contact ldijeh@bma.org.uk or nharrison@bma.org.uk in the first instance.

2 Message on behalf of the chair of our Representative Body - motion writing briefings

We’re very aware that our annual meeting is key to how our policies respond to the rapidly changing environments that you work or study in. As a result of the current rate of change you are all experiencing, our new Representative Body chair is trialling a new approach to ARM motion submissions this year. We want to ensure that we use our in-house expertise to identify areas where we have gaps on policy, known policy contradictions or policy ambiguity, as well as highlight topical areas of interest which are emerging on the health-policy horizon. We therefore will be sending out a series of policy briefings with the pre-ARM D4 circular w/c 20 February 2017. The same circular will be reminding you to submit motions by **9am on 7 April 2017**. We realise that many of you may have already scheduled your divisional and regional council meetings for 2017; however, we wanted to give you as much notice as possible to inform you of this change. It might be helpful for your division to schedule a meeting within this window to select motions to submit. Just to reassure you, your division or committee will of course be able to generate motions outside of these briefing areas- this new approach is not designed to limit the scope of your motions, but to act as a helpful tool. Please contact Jacqui Connolly (jconnolly@bma.org.uk) if you have any questions.

Also, please be reminded that the BMA motion drafting service will be running again this year, which offers support and advice to anyone considering submitting a motion to the ARM. For more information, please visit [www.bma.org.uk/writingmotions](http://www.bma.org.uk/writingmotions). This site provides guidance on writing motions in several formats, as well as contact details (info.motions@bma.org.uk) for those members seeking personal advice.

3 Conference of honorary secretaries of divisions and regional councils - Friday 3 March 2017, BMA House

The 2017 conference will take place on Friday 3 March and will be chaired by Phil De Warren Penny, honorary secretary of south west regional council. Further information about the
conference and theme will be sent in the December division circular. Once again, a dinner will be held on the evening before the conference to give honorary secretaries the opportunity to get together socially with the chief officers, staff from BMA House, regional services in England and the national offices.

4 Division officers

I should be grateful if you would please complete and return the enclosed form in appendix 4 indicating any previously undisclosed changes to the officers of your division for 2016-2017.

5 Division annual reports and financial statements for the period 1 January 2016 to 31 December 2016

I enclose the annual report and financial statement form in appendix 5 for the period 1 January to 31 December 2016 and would be grateful if you would please complete and return this by 22 March 2017 (a copy should be kept for your division’s records). Please read the enclosed guidance notes in appendix 6 carefully before completing the form. If you have any questions please get in touch with Pauline Button on 020 7383 6148 / pbutton@bma.org.uk.

6 Division web pages

As you may know already, the BMA provides a facility on the main website that enables honorary secretaries (and other nominated officers) to upload content onto a specific area for their division and to send emails to everyone in the division for whom the BMA has a valid address. The BMA division webpage can be found at www.bma.org.uk/divisions (you will need to sign in first). For a handy step-by-step guide about setting up your web page please see appendix 7.

Each divisional ‘home page’ contains a brief description of the division (e.g. its geographical boundaries) and details of its key divisional officers (including photos). For uploading a photo-please ensure the image is restricted to a headshot in jpg format. Please send your image to a member of the webteam on webcontent@bma.org.uk who can upload it for you.

Nominated officers have the ability to upload additional content and send emails whenever they like, and are encouraged to do so on a regular basis so that the pages are engaging. Example content includes:

- Agendas for upcoming meetings
- Minutes from previous meetings
- Medico-political news articles of local interest
- Consultation papers with request for feedback
- Invitations to social events

It would be of great help if you could also use your local networks and contacts to encourage members to register for the BMA website - the more email addresses we have, the more people to whom we can disseminate information. Your divisional webpage gives you access to "email statistics", telling you the percentage of members for whom we have email addresses and the list of names for whom we do not. Please help us to register more members by asking them to complete the form online: www.bma.org.uk/register. It only takes a few minutes and they will have full access to all the content and services on the website.
If your division doesn’t yet have a web page and you would like us to set one up, please email the web editor Emma Lindsey (elindsey@bma.org.uk), with your name and membership number. You will be notified when it has been set up, and given instructions on how to use the various features.

7 Division regalia

Please note that divisional regalia is no longer covered under any of the BMA insurance policies. It is not recommended that divisions insure their regalia, but should a division wish to do so, they are advised to have the item(s) professionally valued and then to obtain insurance quotes to insure the item(s). The cost of the valuation and insurance premiums will not however be reimbursed by the BMA and the division will therefore need to meet the cost from voluntary or other “non-official” funds.

However, in cases where the following conditions are met the BMA will meet the cost of replacing lost or stolen regalia:

a) the division has provided the BMA with a photograph of the regalia before it is lost;
b) the division satisfies the BMA that it had a reasonable procedure in place before the loss for the safekeeping of the regalia; and
c) the division can prove that it obtained at least two quotes for the replacement (based on the photograph of the lost piece of regalia)

Please note that the cost of replacing golf trophies or similar will not be met by the BMA.

Should you wish to register details of your regalia at BMA House, please send photographs of the item(s), with a scale indicating their size, together with a description if necessary, to Lee Sands (lsands@bma.org.uk) in the records and archives department, who will hold them for safe-keeping.

If you should need to replace a lost or stolen item in the future, please contact Amanda Ewin (aezin@bma.org.uk / 020 7383 6104) in our finance team for advice.

8. Charitable purposes subcommittee

Please see the enclosed advert and application form (appendix 8). For further information please contact David Ennis (dennis@bma.org.uk). The deadline for submission of applications is Friday 13 January 2017.

9. Updated division model rules (Oct 2016)

The model rules of divisions have been updated to align them better with BMA practice. Please see attached appendix 9 for the updated model rules. Please read these carefully and keep this version to hand.
10 Updated conference meeting dates 2016-17

9 December Deadline for BMA awards and honours nominations www.bma.org.uk/bmahonours

24-26 Feb Junior members forum

3 March Conference of honorary secretaries of BMA divisions and regional councils

1 March 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

1 March Consultants conference

17 March Retired members conference

7 April (9.00am) Deadline for the receipt of motions for consideration by joint agenda committee

18 April Joint agenda committee

28-29 April Medical students conference

26 April Armed forces conference

9 June Conference of medical academic representatives

15 May Public health medicine conference

12 - 13 May Junior doctors conference

18- 19 May Conference of representatives of local medical committees

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)

23 May Staff and associate specialists conference

26 May Issue of ARM agenda and other documents to representatives

26 May Publication of ARM agenda on the BMA website

13 June Augmented agenda committee (to consider supplementary agenda items)

23 June Publication of the supplementary agenda on the BMA website

19 June Deadline for ARM representatives to be appointed/elected.
The 2017 Annual Representative Meeting will be held at the
Bournemouth International Centre (BIC) **Registration opens on Sunday
25 June from 3.00pm.**

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, no matter when they are posted.

Yours sincerely

Lizzy Dijeh
Senior policy executive
Council secretariat