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 **Thursday 1 March 2018**

- The deadline for receipt of ARM motions via the database is **Friday 6 April 2018 (9.00 am)**. Late motions will not be accepted. Please submit your motions well before this date if possible.

- The 2018 ARM will be held at The Brighton Centre, Brighton from **24 to 28 June 2018**

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 2017-18 version:


3 **BMA Policy and ARM 2017 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/bmapolicy. For your information- please see appendix 1 for a list of motions passed at the 2017 ARM. Actions to date on these motions will be published on the BMA website in January 2018.

Please also see appendix 2 for the ARM 2017 minutes and appendices. N.B The ARM 2017 minutes and appendices are currently ‘unconfirmed’ as they not formally final until confirmed by the Representative Body at the 2018 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 **Conference and Annual Representative Meeting dates 2018**

The 2018 ARM will be held at The Brighton Centre in Brighton from **24 to 28 June 2018**.

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>
</tr>
<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>2 March</td>
<td>Conference of honorary secretaries of BMA divisions and regional councils</td>
</tr>
<tr>
<td>9 March</td>
<td>UK LMC Conference</td>
</tr>
<tr>
<td>16 March</td>
<td>Retired members conference</td>
</tr>
<tr>
<td><strong>6 April (9.00 am)</strong></td>
<td>Last date for the receipt of motions for consideration by joint agenda committee</td>
</tr>
<tr>
<td>13 April</td>
<td>Medical students conference</td>
</tr>
<tr>
<td>17 April</td>
<td>Joint agenda committee</td>
</tr>
</tbody>
</table>
20 April  Conference of medical academic representatives
25 April  Armed forces conference
1-2 May   ARM agenda committee
15 May    Public health medicine conference
10 May    ARM agenda committee
18 - 19 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)
22 May    Staff and associate specialists conference
25 May    Issue of ARM agenda and other documents to representatives
25 May    Publication of ARM agenda on the BMA website
12 June   Augmented agenda committee
22 June   Publication of the supplementary agenda on the BMA website
24 to 28 June Annual Representative Meeting, Brighton

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.

5  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: https://bma.org.uk/bmahonours

The deadline for nominations is 8 December 2017. The completed nomination forms and any associated references required should be sent electronically to pbutton@bma.org.uk (Pauline Button, council secretariat, BMA House, Tavistock Square, London WC1H 9JP).

6  ARM elections results

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

Elections to council – Nominations open 8 January 2018

Nominations open on 8 January 2018 for the election of voting members of the UK council of the British Medical Association to serve for a four year term of office for the sessions 2018-19, 2019-20, 2020-21, and 2021-22. The sessions normally run from June to June. Further details on the activities of council will be available from the website and the details of the election will be advertised in the December editions of the BMJ.

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.

Royal Medical Benevolent Fund

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

Yours sincerely

Lizzy Dijeh
Senior policy & governance manager
Council secretariat, BMA