

Our Ref: CS/LD

BMA divisions D4 circular 2019-20

February 2020

To: Honorary secretaries of BMA 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.

1. Annual representative meeting 22- 25 June 2020, Edinburgh International Conference Centre

Representatives

May I remind those divisions who have not already submitted the names of their representatives via the online portal to do so as soon as possible, **but before the 1 March deadline**. After this date as previously notified, unfilled seats will be reallocated to regional and national councils.

ARM nominations will only be accepted via the online portal. Please let us know as soon as possible if you experience any difficulties with accessing the portal: ARMseats@bma.org.uk

Deadline for submission of motions to the ARM

As previously notified, the deadline for the receipt of motions by the secretariat via the motions database is **Friday 3 April 2020, 9.00am**. Sending in ARM motions to any other parts of the BMA (including member relations) by the deadline for the submission of motions does not constitute submission.

Motions received after the deadline will not be accepted by the agenda committee.

ARM motions need to be entered via the ARM motion database so please leave sufficient time to input your motions in case you experience any difficulties. Please see page 2 for further details.

Electronic voting at the ARM

The BMA will continue with online nominations and elections for the elections held at the ARM. There will be no paper copies. The list of ARM voting representatives is used as the electorate.

It is important that ARM representatives ensure their membership details are up to date and that they have their BMA login details at the ARM as this will be required to vote in the online elections.



Deputies at the ARM

May I remind you that deputies deputise for the whole of the meeting or not at all. **Representatives cannot deputise for part of the ARM** i.e. it is **not possible** for a representative to attend part of the meeting and the deputy to attend another part. Please see bye-law 35 below:

Deputies

35. “Each electing body shall elect a deputy or deputies being members achieving the greatest number of votes next after those elected as representatives or in such other manner as the electing body shall from time to time determine. Such deputies shall act in place of any representative of that electing body at any representative meeting in the event of the original representative being unwilling or unable to attend such meeting and shall, for the purposes of such meeting, be the representative of the electing body electing them”.

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 (14 June 2020) before the annual representative meeting at which they are due to take up office.’* Please note, this also applies to deputies.

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 new bye-law reads as follows:

Divisional meetings

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.”

Only motions agreed electronically as above or at a quorate meeting of the division will be accepted by the joint agenda committee. Clause 7 (2) of the model rules for divisions allows you to set your own quorum, but it must not be less than five. **Please note that divisions are required to submit a list of those present at the division meeting where the ARM motions were agreed via the database** as we need to be sure that motions are agreed at quorate meetings. Either a copy of the attendance list via the database or simply a list of members at the meeting will be sufficient and should be submitted with the division’s motions.

2. Submitting motions for the agenda

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 honorary secretaries of divisions and regional councils will have access to the database (www.bma.org.uk/motionsarm). Although this user group is primarily for honorary secretaries, if another officer of the division needs to submit on their behalf please contact council secretariat **in advance of the deadline** to gain access. Honorary secretaries of regional and national councils also have access. Please let us know as soon as possible if you experience any difficulties with access by emailing Council secretariat ARMmotions@bma.org.uk (This email is for general enquires only and is not for submitting motions).

To access this website, you will need to log in with your user name and password. If you do not have a user name and password, you can create one by going to www.bma.org.uk/register.

Helpful tip: your user name is your email address. If you have forgotten your password, you can get a reminder at www.bma.org.uk/passwordreminder

To submit your motions, you will need to go to 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 (i.e. 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.

The database also sends an immediate and automatic acknowledgement to honorary secretaries of each motion submitted.

If you should experience any problems with accessing the ARM motions database or submitting your motion(s) please contact Council secretariat ARMmotions@bma.org.uk

For general ARM information please go to the ARM website <https://www.bma.org.uk/collective-voice/committees/arm-2020>

3. Pre-ARM briefings and drafting of motions

Please see **appendix 1** for the pre-ARM briefings and the accompanying cover letter in **appendix 2** from the chair of the Representative Body, Dr Helena McKeown.

The following topics for your consideration are:

1. Doctors working in MDTs and New Clinical Roles
2. AI and new technologies
3. Assisted dying poll
4. The impact of trade deals on health and health services in the UK
5. Sustainable development goals

Please see **appendix 3** which gives information about the motion drafting service and **appendix 4** gives information about drafting motions. There is no limit to the number of motions which a constituent body of the ARM may submit, but with only three full days for the ARM there is a limit on the amount of business which can be debated.

After a motion has been submitted, subsequent developments may make the wording irrelevant. Each division, at the time of drafting, should therefore empower the honorary secretary (after such consultation as may be specified) to amend or withdraw the motion in the light of developments and in line with the agenda committee's suggestions. The agenda committee has been empowered by the Representative Body to draft composite motions covering a number of aspects of important topics, to avoid duplication of debate.

Motion drafting service

Please see the flyer in **appendix 3**; a motion drafting service has been launched to offer support to anyone writing or considering writing a motion to the Annual Representative Meeting or any other BMA conference. The service can advise whether the BMA already has similar policy in a chosen area, provide members with sources for facts and figures to support an argument, signpost to further guidance on the topic and provide guidance on the form BMA motions should take. A dedicated webpage www.bma.org.uk/writingmotions has been set up which offers guidance on writing motions in several formats or for more personal advice members will be directed to e-mail info.motions@bma.org.uk. Emails to this address will then be distributed to the relevant department for response. The service will be available until the deadline for motions to the Annual Representative Meeting.

4. Publication of the ARM agenda

The ARM agenda and supporting papers will be posted to ARM representatives on 22 May 2020 and will be published on the BMA website the same day.

Amendments to motions for the supplementary agenda

Amendments to motions on the ARM agenda for inclusion on the augmented agenda committee – please ensure these are sent to Lizzy Dijeh as soon as possible. The augmented agenda committee will decide whether they are included on the supplementary ARM agenda at their meeting that morning.

5. Summary of key 2020 Dates

- Divisions must elect and register the names of their ARM representatives **online** with BMA council secretariat by **Sunday 1 March 2020**
- Week beginning **2 March 2020** – all regional and national council coordinators to be informed of division seat reallocations and how many seats each have received.
- The deadline for receipt of ARM motions via the database is **Friday 3 April 2020 (9.00 am)**. **Late motions will not be accepted. Please submit your motions well before this date if possible.**
- **22 May 2020**- Issue of ARM agenda and other documents to representatives and publication of the ARM agenda on the BMA website.
- The 2020 ARM will be held at Edinburgh International Conference Centre from **22 to 25 June 2020**

6. Annual reports of council and branch of practice committees

The annual report of council of the BMA will be published on the BMA website on 22 May and will be emailed to division secretaries.

7. Securing time off work to attend the ARM

Leave for attendance at meetings such as the ARM would usually be granted under sections 168 and 170 of the terms of the Trade Union and Labour Relations (Consolidation) Act 1992 and the ACAS code of practice on time off for Trade Union duties and activities. The BMA enjoys good relations with most employers when it comes to leave for trade union and professional activities, and we hope that you will encounter the same in seeking time off for the ARM.

Your managers agreement must be obtained for each absence from duty as soon as possible in advance of any such commitments, but agreement should not be unreasonably withheld. When agreed, such absences shall be considered as included in their working time commitment.

If you have any further queries or require any support when negotiating time off for representational purposes, please contact your local BMA industrial relations officer or the BMA's first point of contact service by telephone on 0300 123 1233.

8. Progress report on 2019 ARM resolutions

The progress report on ARM resolutions will shortly be available on the BMA website.

An updated report will be published on 22 May and will be included in ARM documentation.

Yours sincerely



Dr Helena McKeown
Chair of the representative body