

Annual Representative Meeting 2023

# Appendices to the Annual Representative Meeting agenda

Monday 3 – Wednesday 5 July 2023  
ACC Liverpool  
Hybrid

*Your Voice, Your ARM,  
Your BMA*

**#ARM2023**

**ARM1A  
2023**



**British Medical Association**

**Appendices to the Annual  
Representative Meeting Agenda**

to be held in a hybrid format

Monday 3 – Wednesday 5 July 2023

*Your Voice, Your ARM, Your BMA*

BMA representative body chair  
**Dr Latifa Patel**

## **APPENDICES TO THE ARM AGENDA 2023**

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APPENDIX I

STANDING ORDERS  
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## INTERPRETATION

1 In these standing orders the words and expressions following have the meanings hereinafter assigned to them respectively: -

“Representative” means the duly appointed representative of a constituency, or in his/her absence, the deputy duly appointed in his/her stead, in attendance at the meeting.

“Prescribed” in relation to any form means prescribed by the returning officer unless and until the representative body shall adopt or approve any such form, whereupon the word “prescribed” shall refer to the forms so adopted or approved.

“Constituency” means any body or group of members of the Association entitled to elect or to have appointed a Representative or Representatives to the Representative Body.

“Session” means the period from the commencement of proceedings each day until the lunchtime adjournment, or from the resumption of proceedings after the lunchtime adjournment until the evening adjournment, or on the last day of the meeting to the conclusion of business.

A “motion” is a primary statement of an issue put forward for debate.

An “amendment” shall be either: to leave out words; to leave out words and insert others (provided that a substantial part of the motion remains); to insert words to alter the statement; or be in such form as shall be approved of by the chair.

A “rider” shall be to add words as an extra to a seemingly complete statement; provided always that the rider be relevant to the motion on which it is moved and be not equivalent to the direct negative thereof.

A “simple” majority shall be when the number of votes ‘for’ the motion is greater than the number of votes ‘against’ the motion.

“A ‘two-thirds’ majority shall be two-thirds of representatives present and voting. Those voting will include those voting ‘for’ and ‘against’ the motion.”

Abstentions will not be used for the calculation in either case.

These standing orders are subject to the provisions of the articles and bye-laws of the association.

## WHO MAY ATTEND REPRESENTATIVE MEETINGS AND WHO MAY VOTE

### 2 Who may attend

- (i) The elected and voting or appointed members of BMA council (*ex-officio*).
- (ii) The elected or appointed representatives of the constituencies of the ARM determined by bye-Law 29 (see annex).
- (iii) The movers of motions or reports from constituencies not otherwise represented at the ARM.
- (iv) Observers.

### **3 Who may vote**

- (i) In debates and on matters relating to the standing orders those entitled to vote shall be the elected or appointed members specified by bye-law 29 as voting members of the representative body.
- (ii) In elections for the BMA president, the chair and the deputy chair of the representative body, and the treasurer, all members of the representative body specified by bye-law 29, whether voting or non-voting, may vote.
- (iii) In other elections by the representative body all members of the representative body specified by bye-law 29, whether voting or non-voting, may vote, other than members of BMA council not otherwise elected or appointed to the representative body in another capacity.

### **BUSINESS OF ARM**

#### **4 To elect**

- (i) Chair of representative body.
  - (ii) Deputy chair of representative body.
  - (iii) Treasurer.
  - (iv) President. (The above officers to be nominated and elected by the representative body as a whole.)
  - (v) Honorary members.
  - (vi) Members of committees and the board of science. (To be nominated and elected by members of the representative body as indicated on the individual nomination and voting papers).
  - (vii) Members of the representative body agenda committee. (To be nominated by any member of the representative body, elected by the representative body as a whole.)
- 5 Returning officer - The chief executive or, in his/her absence, a nominated deputy, shall act as returning officer in connection with all elections.
- 6 Nominations - where a nomination is made by a representative entitled to attend the representative meeting and he/she is subsequently prevented from so attending, the nomination shall remain valid.
- 7 Forms - nominations on the prescribed form and voting papers shall be distributed and collected at such times and in such manner as the Meeting shall direct.
- 8 Publication of results - The results of all elections shall be reported to all candidates and notified to members of the RB.
- 9 To appoint a place at which the next annual representative meeting shall be held.

10 To consider

- (i) The balance sheet and Income and expenditure account, estimate and reports presented by the council.
- (ii) The reports of committees instructed to report to such meeting.
- (iii) Any motions relating to the adoption of the said reports in whole or in part.
- (iv) The reports of branch of practice conferences.

11 To make alterations to the bye-laws and recommend to a general meeting, alterations to the articles.

12 To consider any resolution relating to the promotion of the medical or allied sciences or to the maintenance of the honour or interests of the association or the promotion of the achievement of high quality health care which shall have been approved and submitted to the representative body by the council or the joint agenda committee from a body or group of members entitled to elect or appoint a representative or representatives to the representative body or any of the conferences listed in bye-law 53. Provided always that if any such resolution (i) proposes material alteration of the policy of the association, (ii) proposes alteration of or addition to the constitution or (iii) involves special expenditure it shall only be considered if it has been published in the agenda for the annual representative meeting unless the RB shall otherwise decide.

**AGENDA COMMITTEE**

**Composition**

13 There shall be an agenda committee to make recommendations to each meeting of the representative body on the most expeditious method of dealing with the agenda, including the order and grouping of motions for debate and open debate. This committee shall consist of:

the chair of the representative body, who shall be chair of the agenda committee

the chair of council

the treasurer

the deputy chair of the representative body

the deputy chair of council

branch of practice chairs and board of science chair (or their nominees).

as non-voting members (save that the chair of the representative body shall have a casting vote).

eight members elected by the representative body from its own number, of whom at least two (a) shall not have served on a UK branch of practice committee with delegated authority\* in the preceding session; or (b) be candidates for election to such committees. In the event that such members serve on such committees in the ensuing session then membership of the agenda committee shall lapse forthwith.

\* Armed forces committee, committee for public health medicine, consultants committee, forensic medicine committee, general practitioners committee, junior doctors committee, medical academic staff committee, medical students committee, occupational health committee, private practice committee, professional fees committee, retired members committee and staff, associate specialists and specialty doctor committee.

14 There shall also be two deputies elected in a like manner who shall be the unsuccessful candidates receiving the highest number of votes in the election of the agenda committee. The elected and voting members of the agenda

committee must be members of the representative body at the time of election. If a member of the agenda committee is unable or ineligible to carry out his/her duties, a deputy shall act in his/her stead. The committee shall have power to invite chairs of association committees to take part in discussion of their own sections of the agenda and it shall also have the power to request representatives to clarify in writing motions submitted by their constituencies.

### **Meetings**

- 15 The committee shall meet prior to every meeting of the representative body and shall present its recommendations in accordance with these standing orders.
- 16 The committee shall meet as necessary to review the progress made at representative meetings and the business still outstanding and shall advise the chair and recommend modifications of the previously agreed order of business.

### **Joint agenda committee**

- 17 For the purposes of representative meetings, there shall be a joint agenda committee consisting of:

the chair for the time being of the representative body, who shall be chair of the joint agenda committee  
the deputy chair of the representative body

two members of the representative body's agenda committee elected by the agenda committee from among its number.

two members of their respective agenda committees appointed by each of the annual conference of representatives of local medical committees, the annual conference UK consultants conference, the junior doctors conference, the public health medicine conference, the conference of medical academic representatives, the retired members conference, the staff, associate specialists and specialty doctor conference and the medical students conference and such other branch of practice conferences as the representative body shall from time to time specify.

- 18 The functions of the joint agenda committee shall be as follows:

- (i) to receive and collate all motions submitted for debate whether to the representative body or to any of the said conferences;
- (ii) to refer motions to the appropriate agenda committees;
- (iii) to ensure that any motions intended or suitable for debate by any two or more of the said Body and conferences shall so far as possible, be expressed in a common form of words;
- (iv) generally to endeavour to eliminate unnecessary duplication of debates.

### **Augmented agenda committee:**

- 19 There shall be an augmented agenda committee which shall consist of:

the members of the agenda committee,

the chair of each of the branch of practice conferences and of the relevant branch of practice committees referred to in standing order 17.

- 20 The chair of the committee shall be the chair of the representative body and he/she shall have only a casting vote. The chair of council, the deputy chair of the representative body and any representatives of the branch of practice conferences and branch of practice committees shall be non-voting. If the chair of a branch of practice conference or a branch of practice committee is unable to carry out his duties, he/she shall be entitled to appoint a deputy to act in his/her stead.
- 21 The decisions of each of the branch of practice conferences shall be reported to the augmented agenda committee who shall decide which decisions (if any) shall be referred to the representative body for debate.

## **AGENDA**

### **Who may submit motions**

- 22 Motions may be submitted to the joint agenda committee by any body or group of members entitled to elect or appoint a representative or representatives to the representative body or to any of the conferences listed in standing order 17 or by any of the conferences themselves.

### **Who may submit amendments**

- 23 Amendments to the printed agenda may be submitted by the following:

- (a) Any two members of the representative body;
- (b) BMA divisions;
- (c) Any of the branch of practice conferences listed in standing order 17.

### **Timing of submission of motions**

- 24 Subject to the provisions of standing order 26, any motion submitted by a constituency for inclusion in the agenda must be notified to head office by a date to be determined annually by the council, being not more than 80 days and not less than 42 days before the Monday of the week in which the annual representative meeting takes place.
- 25 Any amendment or rider submitted by a constituency must be notified to head office by 12 noon on the Tuesday of the week preceding the week in which the annual representative meeting takes place.
- 26 Subject to standing order 27 the agenda committee may include in the agenda any motion relating to a report of the review body on doctors' and dentists' remuneration, provided that it is received by the date determined under standing order 25.

### **Motions requiring three weeks' notice**

- 27 Unless, in accordance with article 61(5), the representative body otherwise decide, a motion involving special expenditure of the association's money or other resources shall be considered only if it has been published in the agenda for the ARM not less than three weeks before the meeting. A report on all matters so published (including estimates of the amount of expenditure involved) shall be submitted by council to the meeting. Such motions shall require a majority of not less than two-thirds of the votes given thereon.

### *Rescission of resolutions*

- 28 No motion, amendment or rider purporting to rescind any resolution of a representative meeting shall be in order at any subsequent representative Meeting unless at least three weeks' notice thereof shall have been given in the agenda for the annual representative Meeting and that notice has appeared in the BMJ that the agenda has been published on the BMA's website.

*Amendments to motions requiring three weeks' notice*

29 If an amendment is proposed to a motion of which three weeks' notice is required under Article 63(5) and three weeks' notice of such amendment has not been given under such article, the chair (acting on the advice of the agenda committee) shall rule whether the amendment is one of substance; and if the chair shall so rule the amendment shall not be moved as a substantive motion, but if the chair shall rule that the amendment is not one of substance the amendment may be accepted notwithstanding that notice has not been given as aforesaid.

**Motions and amendments not published in the agenda**

30 Motions not included in the Agenda shall not be considered by the meeting with the exception of: -

- (i) Motions covered by standing orders 32-35 (order of business); 42 (emergency motions); 67-69 (motions for adjournment, or that the question be now put, or that the meeting proceed to the next business); 51 (time limit of speeches); 78 (withdrawal of strangers); and 79 (suspension of standing orders).
- (ii) Motions relating to votes of thanks, messages of congratulation or of condolence.
- (iii) Motions to correct drafting errors.
- (iv) Composite motions replacing two or more motions already on the agenda and agreed by representatives of the constituencies concerned.
- (v) Motions arising from matters referred to the meeting for consideration by a branch of practice conference.
- (vi) Motions arising from matters dealt with in the report of a branch of practice conference upon which two-thirds of the members of the representative body present and voting have demanded a debate.

31 Subject to the provisions of standing order 59 and at the discretion of the chair of the representative body, no amendment or rider which has not been included in the printed agenda shall be considered by the meeting unless a written copy of it has been handed to the chair, with the names of the proposer and seconder, before the end of the session immediately prior to that in which the motion is due to be moved, except that an amendment or rider to a motion due to be moved in the first session of the meeting shall be handed to the chair before the commencement of that session.

**General order of sessions**

32 At the start of each session the meeting shall consider motions, if any, relating to the order of business.

**Hours of sessions**

33 These shall be as set out in the time-table of the meeting, unless varied by consent of the meeting.

**Varying order of business**

34 The order of business may, in exceptional circumstances, be varied at any time by the vote of two-thirds of those present and voting.

**Conclusion of meeting**

35 A definite time for the conclusion of the meeting shall be published with the agenda.

**"P", "C", "A" and "AR" Motions**

36 The agenda committee may prefix with the letter "P" any motion which it deems of outstanding importance. Any such motion shall be given priority in debate, in line with standing order 40.

- 37 During the first day of the meeting, a ballot of representatives shall be conducted to enable them to choose motions, ("C" motions), for debate. Each representative may choose up to three motions to be given priority in debate using the prescribed form only which must be signed. The five motions which receive most votes shall be debated.
- 38 The agenda committee may prefix with the letter "A" any motion which the chair of the committee or body concerned has recommended to it as likely to be non-controversial and acceptable without debate. The chair shall formally move that each such motion be accepted without debate.
- 39 The agenda committee may prefix with the letter "AR" motions relating to new matter which the chair of council is prepared to accept without debate as a reference to council.

**Block allocation of time**

- 40 The agenda committee shall recommend to the meeting a block allocation of time for each section of the agenda, in the light of the business to be dealt with, and shall propose a provisional timetable for the commencement of each section of the agenda. Within each section, any priority items (given the prefix "P") shall be debated first. The agreed starting times of each section shall be strictly observed (save that if one section shall have finished early, another section may be started ahead of the schedule). Motions included in a block which cannot be debated in the time allocated may, at the discretion of the chair, be debated in any unused time allocated to another block. At the discretion of the chair, contingency time shall be reserved in each session for the consideration of unfinished business in sections already dealt with.
- 41 The motions chosen under standing order 37 shall normally be debated in the block of time allocated for this purpose by the agenda committee. The prefix "A" or "AR" shall be deleted from any motion which is chosen by ballot.

**"Other" motions**

- 42 Time shall be set aside by the agenda committee for debate on matters of urgency or emergency which have arisen after the last date for submission of motions, as specified in standing order 24. This time shall be used at the discretion of the chair.

**Motions, amendments or riders on the same subject**

- 43 Subject to the provisions of standing order 36, the agenda committee shall group items covering substantially the same ground and shall mark with an asterisk that item which it recommends for debate. If the committee considers that no motion, amendment or rider in the group adequately covers the ground, the committee shall have power to draft a composite motion, amendment or rider. The mover of an agenda committee composite motion shall be the constituency whose motion is first in the bracket immediately below the agenda committee's motion
- 44 Composite motions constructed by the agenda committee shall have their several parts designated (i), (ii), (iii) or (a), (b), (c), etc.
- 45 Motions submitted under standing order 22 which, in the opinion of the agenda committee, are relevant to the subject of a designated open debate shall be grouped into a timed section of the agenda relating to the subject of the open debate. A motion taking account of the debate may be prepared at the direction of the agenda committee and submitted for consideration by the meeting at a time designated in the agenda having been circulated in advance to the meeting normally before close of business on the preceding day. The chair shall open and close the open debate in accordance with the times published in the agenda.

(i) notwithstanding the provisions of standing orders 24, 25, 26, 28, 30 motions relating specifically to the subject of the open debate and arising from that open debate may be submitted for inclusion by the agenda committee in that timed section of the agenda relating to the subject of the open debate.

(ii) such motions may be submitted to the agenda committee from the time of the conclusion of the open debate until a time that the chair shall notify to the meeting in advance of the open debate.

#### **Instructions to council**

46 Each motion, amendment, or rider which is of the nature of an instruction or reference to any central executive body, other than a committee appointed by the representative body, shall be moved in the form of an instruction or a reference to the council.

#### **REPORTS**

##### **Form of reports**

47 Reports of council and reports, if any, of committees to the representative body shall include a list of matters referred by the representative body to the council or committee; any specific recommendations by the council or committee; a short report of all action taken by the council or committee in furtherance of the decisions of the representative body; and a list of matters under consideration but not completed.

##### **Presentation of reports**

48 The report of the council or of a committee shall be presented by the chair or, in his/her absence, by another duly authorised member of the council or committee.

49 A report of each branch of practice committee and devolved national council on their work of the committee during the session shall be presented orally or in writing by the chair of that branch of practice committee or devolved national council or in his/her absence by a duly authorised spokesperson. Other committees and conferences may present a written report at the discretion of the RB chair.

#### **RULES OF DEBATE**

##### **Procedure for proposing of motions by non-members of the representative body**

50 Any motion, amendment or rider shall be introduced by a representative (or by a member) of the body proposing it, notwithstanding that that representative or member may not otherwise be entitled to attend and speak at the meeting; provided that in such case he/she shall cease to take any further part in the proceedings at the conclusion of the debate upon the said item nor shall he/she be permitted to vote thereon. In the absence of the authorised mover, any other member of the meeting deputed by the authorised mover may act on his/her behalf, and if no member shall have been so deputed, such motions shall be moved formally by the chair.

##### **Time limits of speeches**

51 Save as stated below, the chair of a committee or other duly authorised spokesman of the council shall be allowed to speak for five minutes in presenting a report. A member of the meeting shall be allowed to speak for three minutes in moving any motion, amendment, or rider. No other speech shall exceed two minutes. In exceptional circumstances, any speaker may be granted such extension of time as the meeting itself shall determine. The meeting may at any time reduce the time to be allowed to speakers (during the remainder of that session).

##### **Seconding motions, amendments, or riders**

52 No seconder shall be required for any of the motions, amendments, or riders printed in the agenda of the meeting. All others must be proposed and seconded before being debated.

##### **Conduct of speakers**

53 A member of the meeting shall normally stand when speaking and addressing the chair. An alternative microphone will be provided for those unable to stand or reach the podium. If the chair should so request, by rising or otherwise, all members except the chair must sit.

- 54 A speaker shall direct his/her speech strictly to the motion, amendment, or rider under discussion, or to a question of order. The chair shall have power to take such steps as he/she deems necessary to prevent tedious repetition.
- 55 In speaking and voting upon any matter, the representative or representatives of any constituency shall have regard and so far as may be conform to the preponderance of opinion of the members of that constituency so far as such opinion is known to him/her or them.
- 56 Members of the representative body have an overriding duty to the whole membership of the BMA. If a member has a conflict of interest in any question which the representative body is to debate, this interest should be declared in advance of any contribution to the debate and the member should seek to act and speak in the interest of the membership as a whole.
- 57 A member shall not address the Meeting more than once on any motion, amendment, or rider, but the mover of any such item may reply, and in his/her reply shall strictly confine him/herself to answering previous speakers and shall not introduce any new matter into the debate; provided always that a member may speak to a point of order or, by consent of the Meeting, in explanation of some material part of a speech made by him/her which he/she believes to have been misunderstood. A non-executive director and/or a staff director of the Association may raise a point of information during a debate or otherwise (with the permission of the chair).

#### **Amendments and riders**

- 58 To a motion that the report be received, no amendment or rider shall be moved.
- 59 No amendment or rider shall be moved to a priority motion unless such amendment or rider is published in the supplementary agenda or is made by the chair of the representative body or by the agenda committee.
- 60 To a motion that a recommendation be adopted, amendments or riders may be moved.
- 61 To a motion that a report, or a specified paragraph thereof, be approved, an amendment may be moved to the effect that the meeting do disagree with, or do refer back to the council or committee, any specified portion thereof; or an amendment or rider may be moved to the effect that with reference to the report or paragraph, the meeting do express an opinion in terms stated.
- 62 A motion, amendment, or rider once moved and seconded shall not be altered or withdrawn without the consent of the meeting.
- 63 Whenever an amendment or rider has been moved no second or subsequent amendment or rider shall be moved until the first amendment or rider shall have been disposed of.
- 64 If any amendment or rider be rejected, other amendments or riders may, subject to the provisions of standing order 31, be moved on the original motion. If an amendment or rider be carried the motion as amended or extended shall take the place of the original motion and shall become the question upon which any further amendment or rider may be moved.

#### **“A” and “AR” motions**

- 65 If any member wishes an “A” or “AR” motion to be debated or to propose an amendment to an “A” or “AR” motion he/she shall submit his/her request in writing, indicating his/her reasons to the chair of the representative body before the end of the session immediately prior to that in which the motion is due to be moved, except when the motion is due to be moved in the first session of the meeting, in which case the request must be submitted before the commencement of that session. The chair shall have discretion either to cause the motion or the amendment to be debated normally, or else, at the appropriate time, he/she shall allow the member concerned to address the meeting, for not longer than two minutes, and shall thereafter ascertain the wishes of the representative body.

66 If the proposal that the motion be accepted without debate be defeated the motion shall be debated in the normal way.

#### **Curtailement of debate**

67 If it be proposed and seconded that the Meeting do now adjourn, or that the debate be adjourned, or that the meeting do proceed to the next business, or that the question be now put, such motions shall be put to the vote without discussion, except as to the period of adjournment, provided always that the chair shall have power to decline to put any such motion to the meeting.

68 Any such motion if accepted by the chair shall be put to the vote immediately except that, before a motion to proceed to the next business is put, the proposer of the motion, amendment, or rider under discussion at the time shall have the right to speak against the proposal to pass to the next business. In the event of a proposal to pass to the next business being defeated, the chair shall have power to permit the proposer of the motion or amendment under discussion to reply to the debate.

69 Further, in the event of the proposal "that the question be now put" being carried, the chair of council, and/or the chair of the appropriate committee or other duly authorised spokesman of the council, shall be permitted to speak, and the proposer of the motion, amendment, or rider under discussion at the time shall have the right of reply to the debate.

#### **Procedure for open debates**

70 An open debate may be introduced by one or more invited speakers at the discretion of the chair. Representatives shall address the chair from the floor. Speakers will be invited to speak in turn at the discretion of the chair. Only one speaker may address the meeting at any one time and speeches shall be limited to two minutes. Speakers shall address only the topic of the open debate.

### **VOTING**

#### **Provisions of articles**

71 Article 64 provides that:

- (i) Those entitled to vote at a representative meeting shall be the elected or appointed members specified in bye-law 29, save that all members of the representative body shall be entitled to vote at an election of the BMA president, the chair, and the deputy chair of the representative body and the treasurer.
- (ii) For the purpose of electing the BMA president votes shall be recorded at such time and in such manner as the representative meeting may decide.
- (iii) For the purpose of electing the chair and the deputy chair of the representative body, the treasurer, and the members of any committees and boards required to be elected by the representative body the single transferable voting system shall be used.
- (iv) Except as aforesaid, voting shall ordinarily be by show of hands or by the use of an electronic voting system unless before the vote is taken 50 or more representatives present request a recorded vote, in which event the vote shall be taken by a system of recorded voting.
- (v) The chair shall in the case of an equality of votes have a casting vote, but would normally be expected to vote with the status quo and shall not otherwise be entitled to vote.

### **Motions with subsections**

- 72 Motions expressed in several parts and designated by numbers (i), (ii), (iii) etc or by letters (a), (b), (c) etc shall automatically be voted on separately.
- 73 In order to expedite business, the chair may, at his/her discretion, seek the assent of the representative body (by a simple majority) to waive this requirement for any single motion.

### **Two-thirds majority**

- 74 A two-thirds majority of those present and voting shall be required to carry a proposal:
- (i) that the meeting do proceed to the next business;
  - (ii) that the question be now put;
  - (iii) that standing orders be suspended;
  - (iv) that substantial expenditure of the association's funds be incurred;
  - (v) that an amendment to the articles be recommended;
  - (vi) that an amendment to the bye-laws be made.

## **CONDUCT OF MEETINGS**

### **Chair**

- 75 Bye-law 54 provides that, at every representative meeting, the chair of the representative body, when present, and in his/her absence the deputy chair of the representative body, when present, shall preside. In the absence of both the chair and the deputy chair, the meeting shall appoint a chair from its own number.

### **Attendance**

- 76 Members of the meeting shall not leave the precincts of the meeting (which shall be prescribed by the chair at the commencement of the meeting), except for brief absences, without permission from the chair. If it shall at any time appear to the chair that a quorum is not present, the chair shall direct that an attendance bell shall be sounded in such manner as he/she shall direct. Two minutes after the sounding of the attendance bell, the roll shall be called and those members of the meeting found then absent without permission from the chair, shall be deemed to have been absent from that session of the meeting.

### **Quorum**

- 77 No business shall be transacted unless there are present at least one third of the number of representatives registered to attend the meeting (article 63).

### **Withdrawal of strangers**

- 78 A member of the meeting may at any time move that any or all of the following persons, not being members of the meeting, should withdraw: (i) those not members of the association staff, (ii) those not duly appointed association advisers, (iii) those not association members. It shall rest at the discretion of the chair to submit or not to submit such a motion to the meeting.

### **Suspension of standing orders**

- 79 Any one or more of the standing orders, in any case of urgency, or after notice duly given, may be suspended at any meeting, so far as regards any business of such meeting, provided that two-thirds of those present and voting shall so decide.

### **Distribution of papers and announcements**

- 80 In the meeting or in the precincts thereof no papers or literature shall be distributed or announcements made or notice displayed except by the staff of the association, acting with the approval of the chair.

### **Smoking**

- 81 Smoking shall not be permitted during sessions.

### **Mobile Telephones**

- 82 If used, mobile phones and other portable electronic devices should be configured in a way so as not to disturb the meeting. In the event of any noise from a mobile phone, other portable electronic devices or any other disruption the member will be asked to make a donation to BMA charities.

## **ACTION ON ARM DECISIONS**

### **Implementation of resolutions**

- 83 As soon as reasonably practicable (and in any case within six months) after the passing of every resolution of the representative body (except a resolution relating solely to the procedure of the meeting and except as otherwise provided in the articles) the council shall consider such resolutions.
- 84 The council may resolve that such resolution does not properly represent the wishes of the association and that a referendum is expedient as provided in the articles, but such a decision may only be taken if not less than one-half of the members of the council be present at the Meeting whereat it is proposed and not less than two-thirds of those present and voting vote in favour of such decision.
- 85 If no decision is made by the council that a referendum is expedient it shall be incumbent upon the council to take all reasonable action to implement the resolution of the representative body. Provided always that, should the council subsequently decide that implementation of any resolution would be either untimely or undesirable in the interests of the association or of its members because of changed circumstances, it may resolve to defer implementation or call for a referendum on the resolution, or for a plebiscite on related matters, but such a decision may only be taken if not less than one-half of the members of council be present at the meeting whereat it is proposed and not less than two-thirds of those present and voting vote in favour of such decision.
- 86 In the event of the council resolving to defer implementation of any resolution, it shall be incumbent upon the council to include a full account of the deferment in its annual report of the proceedings of the association.
- 87 If the council shall not have considered any such resolution of the representative body within the said period of six months, or if the requisition prescribed by the articles shall not have been issued within 14 days, the resolution shall come into operation immediately upon the expiration of the said period of six months or of the said period of 14 days and the facts of the resolution having so become operative shall be forthwith published in the BMJ. Save as aforesaid, the resolution shall have no operation unless and until it shall have been approved either by the council or on a referendum or as determined by a plebiscite as hereinafter provided, and if and when so approved the same shall come into operation as a valid and effectual decision of the association.

### **Reference to council**

- 88 A "reference to council" does not constitute BMA policy. It means that the council shall consider the resolution, taking into account any points raised in debate, and act in the best interests of the Association.

### **Motions not dealt with**

- 89 Should the representative meeting be concluded without all the agenda having been considered, the sponsoring constituency can request 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 representations.

### **MINUTES**

- 90 A copy of the minutes of every representative meeting, after provisional approval by the chair, shall be made available, as soon as practicable, to every member of the representative body and to the honorary secretary of every division and each constituency. Such minutes shall require final confirmation by the representative body. Not less than 14 days' notice in writing shall be given to the secretary of the association of any motion to amend or question the accuracy of the minutes; such motions shall be published in a supplementary agenda.

### **CHAIR'S DISCRETION**

- 91 Any question arising, in relation to the conduct of the meeting, which is not dealt with in these standing orders shall be determined by the chair at his/her absolute discretion.

### **REPRESENTATIVES OF THE PRESS**

- 92 Representatives of the press shall be admitted to the representative meeting only on the understanding that they will not report any matters which the meeting decides should be regarded as private.

### **DURATION OF STANDING ORDERS**

- 93 These standing orders shall remain in force until amended or repealed by the representative body.

## APPENDIX II

### Amendments to the ARTICLES (ARM 2023)

The current articles and bye-laws can be found at: <https://www.bma.org.uk/media/4843/bma-articles-and-bye-laws-2022-23.pdf>

You can also ask any questions in advance of the meeting by e-mailing [scole@bma.org.uk](mailto:scole@bma.org.uk)

Article	RECOMMENDED CHANGE	EXPLANATION
79(1)	<p>Article to be amended to read (amendments tracked):</p> <p>Article 79(1)</p> <p><i>The finance committee shall consist of fifteen members namely: seven members of council as may be elected and/or replaced by council from time to time from among its members (by way of such process as determined by council) provided that no such member of council elected shall hold a seat on the board at the same time; the council chair; the deputy chair of council, the representative body chair; the treasurer; the chief executive; the group chief financial officer, <b>Board of directors lay member (non-medical) experienced in business and commerce</b> and <del>two</del> <b>one</b> lay persons not being medical practitioners (or employees of the Association) but being qualified and experienced in business and commerce provided that no such lay person appointed shall hold a seat on the board at the same time. Each member of the finance committee as may be elected by council or being a lay person shall hold office for two years from the date of their appointment and shall be eligible for re-election or re-appointment at the expiry of their term of office. In default of, and until election of, a member or members, or so far as such election shall not be complete, all the powers conferred on the finance committee shall belong to and be exercised by the serving members whatever their number.</i></p>	<p>This proposes to change Article 79 of the Articles and Byelaws to:</p> <ul style="list-style-type: none"> <li>• Enable the Board of Directors Finance Non-Executive Director to become a voting member of the finance committee and simultaneously reduce from two to one the number of lay members on the finance committee.</li> <li>• Utilise the financial expertise of the Board finance Non-Executive Director.</li> <li>• Achieve a cost savings of approximately £30K per annum by reducing the number of lay members on the finance committee from two to one.</li> </ul> <p>The motion to change the article fell at the 2022 ARM. The new proposed amendments have been confirmed by the organisation committee, BMA Board of Directors and Council and seek to address the concerns raised in 2022.</p>

## APPENDIX III

### Amendments to the BYE-LAWS (ARM 2023)

The current articles and bye-laws can be found at: <https://www.bma.org.uk/media/4843/bma-articles-and-bye-laws-2022-23.pdf>

You can also ask any questions in advance of the meeting by e-mailing [scole@bma.org.uk](mailto:scole@bma.org.uk)

BYE-LAWS OF THE ASSOCIATION		
Second schedule to the bye-laws		
SCHEDULE REFERENCE	RECOMMENDED CHANGE	EXPLANATION
Junior doctors committee	<p><b>Column 2 Members ex officio</b> With voting rights: the chairs of the Scottish JDC, Welsh JDC, Northern Ireland JDC and the 13 English RJDCs.</p> <p>Without voting rights: the four chief officers of the BMA; those members who are elected to BMA council to the five junior doctor branch of practice seats; <del>The officers of the JDC if they are unsuccessful getting re-elected to UKJDC via any other route;</del> the appointed JNC(J) negotiators if they are unsuccessful getting re-elected to UKJDC via any route with the exception of any negotiators that were selected from other BMA committees who shall be granted an ex-officio non-voting seat for the duration of the two session term, the junior doctors' conference chair; the chair of the Junior members' forum (where they are a junior doctor); the immediate past chair of the JDC, should they not be elected via any other</p> <p><b>Column 6 Duties, powers, etc</b> To consider and act in matters affecting those engaged in hospital practice in the training grades, including matters arising under the National Health Service Act or any Act amending or consolidating the same and to watch the interests of hospital medical staff in the training grades* in relation to those Acts.</p>	<p>This extends the time limitation from two to four years outside of training to recognise that stepping off the training pathway for a few years (for a variety of reasons) is becoming more and more popular.</p> <p>The proposed JDC definition would allow those doctors that have held an appointment in a recognised training grade up to four years ago to self-define based on their future career intentions, i.e., choose which branch of practice is best placed to represent them.</p> <p>Doctors that have spent up to four years outside a recognised training appointment but are able to declare that they intend to fulfil an appointment in a recognised training grade again, will fall under UKJDC's remit and meet JDC's definition of a junior doctor.</p> <p>Doctors that have spent more than four years outside a recognised training appointment and/or those who do not intend to go back into training will continue to will fall under UK SASC's definition of a SAS doctor. Doctors that have been outside of a recognised training programme for less than four years but have no intention to go back into training will also fall under</p>

	<p><b>*Doctors holding an appointment in a recognised training grade (including GP trainees) or who are within four calendar years of holding such an appointment and able to declare their intention of fulfilling such an appointment again.</b></p> <p>Any period of statutory leave is excluded when determining four calendar years. The body entitled to appoint one or more representatives to the committee shall be entitled to appoint an additional representative to be a member of the committee during any period for which a representative appointed by such body shall hold office as chair of the committee.</p> <p>The committee shall have power to co-opt up to 3 members.</p>	SASC's remit.
<b>SCHEDULE REFERENCE</b>	<b>RECOMMENDED CHANGE</b>	<b>EXPLANATION</b>
<b>Pensions committee</b>	<p><b>Column 5 Otherwise elected or appointed</b> Voting Members:</p> <ul style="list-style-type: none"> <li>- One member elected by the Consultants Committee</li> <li>- One member elected by the Public Health Medicine Committee</li> <li>- One member elected by the Junior Doctors Committee</li> <li>- One member elected by the Staff, Associate Specialists &amp; Specialty Doctors Committee</li> <li>- One member elected by the Medical Academic Staff Committee</li> <li>- One member elected by the Armed Forces Committee</li> <li><b>- One member elected by the Retired Members Committee</b></li> <li>- Three members elected by the General Practitioners Committee</li> <li>- One member elected by Northern Ireland Council</li> <li>- One member elected by Scottish Council</li> <li>- One member elected by Welsh Council</li> <li>- One member appointed by the British Dental Association</li> </ul>	<p>Adding a retired member seat to the pension committee to ensure essential representation from the retired members committee to the pensions committee when developing BMA pensions policy.</p> <p>This has become more relevant due to McCloud and recent Government announcements on pensions and partial retirement. There is already an observer at pensions committee from the retired members committee, so there will be no increased cost implications.</p>

SCHEDULE REFERENCE	RECOMMENDED CHANGE	EXPLANATION
<b>Specialist, associate specialists and specialty doctor committee</b>	<b>Column 6 Duties, powers, etc</b> To consider and act in matters affecting those doctors holding appointments as specialists, associate specialists, specialty doctors, staff grades, clinical assistants (who are not GPs), non-standard 'trust' grades, those career grade hospital doctors whose appointment does not require them to be on the Specialist Register and doctors who held a training appointment more than <del>two</del> <b>four</b> years ago and/or those who do not intend to go back into training.	In order for the Junior Doctors committee schedule changes (outlined above) to take effect the SASC definition also needs to change.

**APPENDIX IV**

**Subscriptions table  
(To be taken under the ARM agenda heading 'Finances of the Association')**

<b>Motion</b> by TREASURER: by the Treasurer: That the standard rate of subscription to change for 2023-24 session.		
	2022/23	2023/24
STANDARD RATE	£479	£499
Member in 1st year after qualification	£121	£121
Member in 2nd, 3rd or 4th year after qualification ( <b>See Note 1</b> )	£240	£240
Member in 5th, 6th or 7th year after qualification ( <b>See Notes 1 and 2</b> )	£357	£357
Armed Forces within UK except those within 7 years of Qualification ( <b>See Note 2</b> )	£421	£433
Members resident in Channel Islands or Isle of Man Except those within 7 years of qualification	£421	£433
Overseas member resident outside the UK, including:	£299	£310
• Ships surgeons		
• Armed Forces members posted overseas for over 12 months <u>and</u> not within 4 years of qualification		
Dental surgeons except those within 4 years of qualification	£299	£310
<b><u>Concessionary Rates</u></b>		
Maternity/paternity Leave ( <b>See note 8</b> )	£176	£182
Spouse/partner of member ( <b>See Note 6</b> )	£245	£265
Permanently and predominantly retired from all medical Practice	£176	£186
<b><u>Income earnings less than £25,000 from all medical practice</u></b>		
Doctor earning less than £25,000 ( <b>See note 3 &amp; 9</b> )	£173	£180
<b><u>Income earnings between £25,001 and £40,000 from all medical practice</u></b>		
Doctor earning between £25,001 and £40,000 ( <b>See note 4 &amp; 9</b> )	N/A	£210
<b><u>Income earnings between £40,001 and £55,000 from all medical practice</u></b>		
Doctors earning between £40,001 and £55,000 ( <b>see note 5 &amp; 9</b> )	N/A	£240
Doctors on LTFT Contract earning less than £55,000 ( <b>See note 8 &amp; 9</b> )	£240	£240
<b><u>Free Membership</u></b>		
Voluntary Worker ( <b>See Note 7</b> )	NIL	NIL
Member for more than 50 years ( <b>Life Member</b> )	NIL	NIL
IMG doctors in their first 12 months of residency in the UK	NIL	NIL
<b><u>STUDENT</u></b>		
Freshers (with direct debit mandate for 2 <sup>nd</sup> year renewal)	NIL	NIL
Freshers without direct debit mandate, non-fresher 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Year	£39	£39
Other Student Members	£45	£45

	<p><b>NOTES:</b></p> <ol style="list-style-type: none"> <li>1. Members within 7 years of qualification can claim the appropriate rate for their role, providing they are no more than 2 years 'out of programme' and can provide suitable evidence.</li> <li>2. The Armed Forces rate is available to Military Reservists who provide proof of status</li> <li>3. Can be claimed by any member whose gross professional income is not expected to exceed £25,000. A separate claim must be made each year</li> <li>4. Can be claimed by any member whose gross professional income is between £25,001 and £40,000. A separate claim must be made each year</li> <li>5. Can be claimed by any member whose gross professional income is between £40,001 and £55,000. A separate claim must be made each year</li> <li>6. The spouse/partner concessionary rate is available to co-habiting couples with financial interdependence and a joint home: <ul style="list-style-type: none"> <li>• The reduction is granted only to one partner. If both partners qualify for a concession, this rate will be applied to the partner who otherwise would have paid the lesser rate</li> <li>• A separate copy of the BMJ/The Doctor will not be sent to the member claiming the concession unless they submit a written request</li> </ul> </li> <li>7. The voluntary worker rate cannot be claimed by a member in paid employment. Suitable evidence of employment must be provided</li> <li>8. These reduced subscriptions will be applied for a period of 12 months.</li> <li>9. Can be claimed by any Junior Doctor member on a LTFT contract</li> </ol> <p><b><u>INCOME TAX ALLOWANCE ON MEMBERSHIP SUBSCRIPTIONS</u></b></p> <p>Employed and Self-Employed members may be able to claim income tax relief on their subscriptions. Members should contact their financial adviser or HMRC (<a href="http://www.hmrc.gov.uk">www.hmrc.gov.uk</a>) for further information.</p>

## APPENDIX V

### ANNEX Bye-Law 29

#### REPRESENTATIVE BODY

The Representative Body shall consist of the following:

- (1) The Representative Body chair, Representative Body deputy chair, the president of the Association and the respective chairmen of all standing committees for the time being in existence, all of whom shall be ex officio (non voting);
- (2) The members of council for the time being in office or elected to take office (non-voting).
- (3) Voting members of the Association elected or appointed by the electing bodies set out in Bye-laws 31 to 34 and such other electing bodies as council shall from time to time determine.
- (4) As voting members, members of the ARM agenda committee elected to serve on the committee at the previous year's Annual Representative Meeting.
- (5) All representatives shall have been elected or appointed no later than one week before the Annual Representative Meeting at which they are due to take up office.

#### **BMA Divisions:**

\*280 Representatives of divisions;

#### **Representatives of branches of practice:**

- 47 Representatives of general practitioners;
- 63 Representatives of consultants;
- 80 Representatives of junior doctors;
- 12 Representatives of doctors in the staff, associate specialist and specialty doctors;
- 3 Representatives of doctors in public health medicine;
- 4 Representatives of doctors in academic medicine;
- 3 Representatives of doctors in the armed forces;
- 3 Representatives of doctors in occupational health;
- 3 Others in practice, but not covered by those above
- 34 Representatives of medical students;
- 19 Representatives of retired doctors;

\*Unfilled division seats were reallocated to the regional and national councils to fill.

**Other electing bodies:**

- 2 Representatives of the conference of honorary secretaries of BMA divisions and regional councils;
- 4 Representatives of the junior member's forum;
- 3 Representatives of minority groups.



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