



# **Annual General Meeting 2018**

## **Practicalities, Agenda and Voting**

**Thursday 24 May 2018**

**10am – 11am**

**The Grand Ballroom, Miami Marriott Dadeland  
9090 S Dadeland Blvd, Miami, FL 33156, USA**

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## About the AGM

Every IAPO member organization has an "IAPO Representative". The IAPO Representatives of our members constitute the General Assembly which meet at the AGM and vote on items.

- The General Assembly: "The General Assembly of IAPO shall consist of one delegate from each member organization, and should strive to reflect an international presence. This delegate shall be known as an organization's IAPO Representative. They should be a member of the governing body of the member organization, a chief executive, or similar status." (By-Laws, Article III, Section 1). **Note: only one person per member organization can vote.**
- Statutes & By-Laws: These are available to view online at <https://www.iapo.org.uk/governance-documents>
- Matters subject to the approval of the Annual Meeting of the General Assembly are:
  - (a) Election of the Governing Board in accordance with Article IV
  - (b) Discussion on outturn of 2017 Annual Accounts
  - (c) Appointment of the Auditors for 2018 Accounts
  - (d) Any other such business that the Chair permits and may properly come before the meeting

There will be a presentation and discussion of the Annual Financial Report for 2017 and a resolution for the appointment of an auditor for 2018.

The Governing Board will also present a report on IAPO's activities during the previous financial year and outline the afternoon's session on our 2018-2020 strategic plans and programmes (By-Laws, Article III, Section 2).

## Voting

In line with IAPO's Statutes & By-Laws member representatives will have the right to vote at the AGM in person or by proxy. In addition, IAPO has set up procedures for remote ballots for the Governing Board elections to enable those members that are not able to attend the AGM in person to vote.

Below are the excerpts from the By-Laws, Article III, Section 4 regarding voting:

'Each member organization of IAPO shall have the right to cast one vote at Annual and Extraordinary Meetings of IAPO. Such vote may be cast in person by an individual certified to the Council as the member's IAPO Representative, or by written proxy duly executed by or on behalf of such member. The proxy can be established by a written document and can designate:



(a) Another individual from the member organization who will attend the Meeting instead of the IAPO Representative.

OR

(b) The IAPO Representative from another member organization who is attending the Meeting if both organizations are up-to-date with their membership fees. No member organization can hold more than two proxies.'

The Governing Board may also set up procedures for postal ballots for any matter subject to the approval of the General Assembly. Votes of Full Members and Associate Members shall be weighted in the proportion two thirds to one third respectively.\*

*\*Please note that it is possible to vote by post or email.*



## **IAPO Annual General Meeting: Practicalities**

**Date:** Thursday 24 May 2018

**Time:** 10am – 11am

**AGM Venue:** IAPO 8<sup>th</sup> Global Patients Congress, The Grand Ballroom Miami Marriot Dadeland Hotel, 9090 S. Dadeland Boulevard, Miami, Florida, United States of America

**How to register for the AGM:** IAPO Full and Associate Members who would like to attend the AGM in person should [register here](#). (Note: Only one member from each organization can vote).

**Travel and accommodation:** Please note that IAPO is not able to cover the financial costs of members' attendance at the IAPO AGM. Please Register for the GPC here: [GLOBAL PATIENTS CONGRESS](#) and book here for your: [ACCOMMODATION](#)

## **IAPO Annual General Meeting – Agenda Items and Information**

This section outlines the Agenda for the AGM and provides brief details of those items that will be presented.

### **Agenda**

- 10:00                    Opening of the Annual General Meeting
- Item 1: Welcome & Procedures
  - Item 2: Governing Board Member Elections
  - Item 3: Discussion Annual Financial Report 2017 & Proposal for appointment of Auditors for 2018 Accounts
  - Item 4: Discussion Progress Report Strategy Outturn 2015-2017 and Plans for 2018-2020. Global Patients Congress 2018
  - Item 5: Questions (sent in advance) Answered and Any Other Business with the permission of the Chair
- 11.00                    Close

### **Item 1: Welcome & Procedures**

Jolanta Bilinska, IAPO Chair, will introduce the meeting and outline the agenda and procedures.

### **Item 2: Governing Board Member Elections**

Please wait for the **Governing Board Elections Booklet** which will be published shortly and contain the Nomination Board's assessment and the details of the nominees for the Governing Board.

### **Item 3: Annual Financial Report 2017 & Proposal for Auditor for 2018 Accounts**

IAPO's Annual Financial Report 2017 will be put online later in May 2018 before the AGM. IAPO's Governing Board's proposal and draft resolution nominating an auditor for the 2018 accounts will also follow in May 2018.

### **Item 4: Progress Report 2015-2017 Strategic Plan and Plans for 2018-2020**

Reporting on the outturn of IAPO's Strategy 2015-2017. Setting of Strategy 2018-2020.

### **Item 5: Questions and Answers and Any other Business**

IAPO's Governing Board would welcome your questions. Questions must be sent in advance. Any other business needs the Chair's permission to be discussed. We are working to a tight programme for the Congress and it must start on time. Please email your questions at [info@iapo.org.uk](mailto:info@iapo.org.uk). Answers to your questions will be addressed in the minutes of the Annual General Meeting.