

Annual General Meeting
Thursday 14 November 2019



Annual General Meeting 2019

Practicalities, Agenda and Voting

8:15am– 9:15am

Thursday 14 November 2019

Sheraton Grand Taipei Hotel,

Taiwan(ROC)

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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 meets annually at the AGM to comply with legal requirements of the Charity Commission (IAPO Charity Number 1155577) and Company House (IAPO Company Limited by Guarantee 08495711). The AGM is governed by the:

- Memorandum and Articles of Association (MAA) Articles 33 to 52.
<https://www.iapo.org.uk/sites/default/files/files/MemandArtspdf-final.pdf>
- Updated By-Laws Article III General Assembly
<https://www.iapo.org.uk/sites/default/files/files/IAPO%20New%20By-Law%20Final.pdf>
- IAPO Election Code <https://www.iapo.org.uk/sites/default/files/files/IAPO%20New%20By-Law%20Final.pdf>

- 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." (Updated By-Laws, Article III, Section 1). **Note: only one person per member organization can vote.**

- Matters presented at the Annual Meeting of the General Assembly are:
 - (a) Election of the Governing Board in accordance with MAA 25 to 27 and By-Laws Article IV Governing Board
 - (b) Discussion on Annual Report and Accounts 2018
 - (c) Appointment of the Auditors for 2019 Accounts in 2020
 - (d) Changes in IAPO governance in 2019
 - (e) IAPO plans 2020 and 2020 Global Patients' Congress Edinburgh
 - (f) Any other such business as may properly come before the meeting

Voting

In line with IAPO's MAA 43 to 50 & By-Laws Article III General Assembly member organizations' representatives will have the right to vote at the AGM in person. If the Member Organization's IAPO Representative cannot attend, his/her proxy can vote (Article III: General Assembly Section 4 Voting at Meetings (a)). In addition, IAPO has set up procedures for remote email and postal ballots for the Governing Board elections to enable those members that are not able to attend the AGM in person to vote.

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

Each member organization of IAPO shall have the right to cast one vote at Annual General and Extraordinary Meetings of IAPO. Such vote may be cast in person by an individual certified to the Governing Board as the member's IAPO Representative, or under MAA Article 48 by written proxy duly executed by or on behalf of such member. The proxy can be established by a written Proxy Notice document and can designate:

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

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 by Friday 8th November 16.00 GMT London*

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IAPO Annual General Meeting: Practicalities

Date: Thursday 14 November 2019

Time: 08:15am – 09:15am

AGM Venue: Sheraton Grand Taipei 12 Zhong Xiao East Road Sec 1, Taipei, 100, Taiwan (Republic of China)

How to register for the AGM: IAPO Full and Associate Members who would like to attend the AGM in person should email info@iapo.org.uk. (**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. However, please do contact us if you would like any advice on accommodation in Taiwan.

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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

- 08:15am Opening of the Annual General Meeting
- Item 1: Welcome & Procedures
 - Item 2: Governing Board Member Elections
 - Item 3: Discussion Annual Financial Report 2018 & Proposal for appointment of Auditors for 2019 Accounts
 - Item 4: Discussion of Progress Report Strategy Outturn between 2018-2019 and Plans for the future. Global Patients Congress 2020
 - Changes in IAPO governance in 2019
 - Item 5: Questions and Answers and Any Other Business
- 09:15am Close

Item 1: Welcome & Procedures

Ratna Devi, IAPO Chair, will introduce the meeting and outline the agenda and procedures.

Item 2: Governing Board Member Elections

Please see the **Governing Board Elections Booklet** which contains details of the nominees for the Governing Board.

Item 3: Annual Financial Report 2018 & Proposal for Auditor for 2019 Accounts

Please see Appendix 1 which contains IAPO's Annual Financial Report 2018 and Appendix 2 which contains IAPO's Governing Board's proposal for an auditor for the 2019 accounts.

Item 4: IAPO Progress Report and Plans for 2020

Reporting on the outturn of IAPO's Strategy between 2018-2019. Setting of Strategy 2020.

Item 5: Questions and Answers and Any other Business

IAPO's Governing Board would welcome your questions at the meeting. If you are unable to attend but would like to raise a question then please email us at info@iapo.org.uk. Answers to your questions will be addressed in the minutes of the Annual General Meeting which will be distributed to all members after the AGM.