



## Notice of Annual General Meeting

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Notice is hereby given that the 9<sup>th</sup> Annual General Meeting of the National Heritage Science Forum will be held on:

**28<sup>th</sup> January 2022 at 15.45-16.00**

Venue: Zoom

Members may register to attend the meeting by emailing [HonSec@heritagescienceforum.org.uk](mailto:HonSec@heritagescienceforum.org.uk) and they will then be sent a link to attend the meeting.

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### Business to be conducted at the meeting:

1. Welcome from the Chair.
2. **Report** on NHSF's activities in 2020-21 from the Chair and priorities for 2021-22.
3. Minutes of 8<sup>th</sup> AGM held on 18<sup>th</sup> November 2020 and matters arising.
4. **Ordinary resolution 1:** To receive the trustees' annual report for the year ending 31st March 2021 (to be voted on by members)
5. **Ordinary resolution 2:** To receive the statement of annual accounts for the year ending 31st March 2021 (to be voted on by members)
6. **Ordinary resolution 3:** To appoint the following people as trustees of the charity (to be voted on by members)  

Adam Gibson  
Freya Horsfield  
Boris Pretzel
7. **Special resolution:** To approve the changes stated below (current text to proposed text) to the Charity's Constitution (current version available in full [here](#)) (to be voted on by members)

### **Clause 12 Charity Trustees (3) Number of charity trustees**

Current text:

(a) There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

Proposed text:

(a) There must be at least five charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

### **Clause 13 Appointment of charity trustees**

Current text:

(2) At every subsequent annual general meeting of the members of the CIO, one-third of the charity trustees shall retire from office. If the number of charity trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one charity trustee, he or she shall retire;

(3) The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any trustees were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree amongst themselves) be determined by lot;

Proposed text:

(2) At every subsequent general meeting of the members of the CIO, any trustees who have served a term of at least three years (with a year calculated as the period of time from one annual general meeting to the next) since last being appointed must retire from office but may, subject to clause 16 (Reappointment of charity trustees) be reappointed.

### **Clause 19. Meetings and proceedings of charity trustees (3) Procedure at meetings**

Current text:

(a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

Proposed text:

(a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is four charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

## **8. Any other business**

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Documents for the 9<sup>th</sup> AGM are available at: <http://www.heritagescienceforum.org.uk/about/formal-documents>

- Trustees' Annual Report and Annual Accounts for year ending 31<sup>st</sup> March 2021
- Draft minutes of the 8<sup>th</sup> AGM held on 18<sup>th</sup> November 2020

The agenda for the 9<sup>th</sup> AGM to be held on 28<sup>th</sup> January 2022, including zoom link for attendance will be sent to people who have registered to attend. To register, please email [HonSec@heritagescienceforum.org.uk](mailto:HonSec@heritagescienceforum.org.uk).