



**NOTICE is hereby given of the Annual General Meeting of the
National Kidney Federation, via zoom – 10.35am, 9th April 2022**

- 1 Full Member Associations may send representatives.
- 2 Associate Members, Affiliated Members and Friends Members may attend and may speak on non-policy matters, but are not entitled to vote.
- 3 If the official representative of any Full Member Association is unable to attend, then a substitute representative may attend and vote on behalf of that Association: Written notification of the substitution to be given in writing prior to the meeting.
The Council shall consist of one representative from each Full Member Association. At the AGM the Council will elect the Executive Committee. Up to **three** Executive Committee members may be individuals who are members of the Federation, but not members of any member Kidney Patients' Association. Any such individual must have their nomination proposed or seconded by one of the current Trustees. Any individual who is a member of a member KPA may stand for election to the Executive Committee, subject to a **maximum of two** individuals from any individual KPA. All nominations must be proposed, seconded and submitted in writing to the Federation **to arrive no later than 42 days before the date of the annual general meeting.**
- 4 **Either the proposer or seconder MUST be a member of the nominee's own KPA.** No individual may propose or second more than **two** nominees for election to the Executive Committee in any one year.
- 5 Full and Associate Member Associations may propose candidates for election and may submit propositions and items for the Agenda.
- 6 The Executive shall consist of not less than 11 and no more than 16 members elected by representatives of Full Members of the Federation, including a maximum of 6 officers. All Trustees shall retire annually, but are eligible for re-election provided that no Trustee may serve for a period of more than seven consecutive years except in respect of existing officers who wish to continue beyond the seven years limit in order to complete a three year term of office to an elected position already held. No individual shall be eligible to stand for election as Chairperson until he or she has served for at least 12 months as a Trustee. No KPA shall have more than one person who is a member of that KPA serving as an officer of the Executive Committee. Ballot papers shall be given to Full Members at the annual general meeting and the counting of the ballots will take place at such meeting. The election of Trustees shall be carried by a simple majority of the votes cast and in case of equality of votes the Chairperson shall decide between those candidates by lot, and proceed as if the candidate on whom the lot falls had received an additional vote. The Chairperson shall announce the results at the annual general meeting. Where there are no more nominations than vacant posts the candidates shall be declared elected at the annual general meeting without the necessity of a vote.
- 7 **All nominations must be accompanied by a brief statement supporting their candidature together with a signed 'Charity Trustees Eligibility form.'**
- 8 The quorum at an AGM shall be 30% of Full Member Associations' representatives.

ALL NOMINATIONS MUST BE SUBMITTED IN WRITING BY POST OR VIA EMAIL, (donna@kidney.org.uk) to the Federation at, The Point, Coach Road, Shireoaks, Worksop, S81 8BW - TO ARRIVE NO LATER THAN 25th FEBRUARY 2022.

The agenda will be circulated to each member association representative no later than 18th March 2022
Full copies of the Memorandum and Articles of Association are available upon request.