



## Central Executive Committee (CEC) Guidelines

### 1. The Central Executive Committee

The Committee shall have powers to govern the Association within the framework of the Rules and to delegate its powers to properly constituted Divisions. It may make, amend or delete guidelines for the conduct of the Association's business, always providing these actions do not conflict with the Rules.

The guidelines should be used in conjunction with the annual **Business Calendar** to ensure that the Committee acts always in a timely manner.

### 2. Meetings of the Central Executive Committee

*At every meeting the Chair shall:*

- Ensure that a list of attendees is recorded in the Minutes
- Receive apologies for absence
- Introduce new members of the Committee and visitors
- Ensure that all new members of the CEC have copies of the EBKA Rules and CEC Guidelines
- Identify all CEC members eligible to vote
- Sign and date the Minutes of the previous meeting, subject to the approval of the majority of voting members present.

*At every meeting the Committee must:*

- Receive a report presented by the Treasurer or his/her representative
- Receive a short report from each Division

*At every meeting the Committee shall:*

- Receive from the Secretary/Treasurer notice of correspondence addressed to the Association, including notification of any changes to contact details of CEC members or main officers of Divisions
- Receive reports from Sub Committees and Delegates
- Instruct newly appointed Sub Committees on Terms of Reference
- Consider an application for a grant, or a motion, submitted in writing by a Division
- Fix the date and place of the next meeting for recording in the Minutes.



### 3. Special Meeting/Extraordinary General Meeting (EGM)

A special meeting of the CEC shall be called by the General Secretary within 14 days of receipt of a request stating the business to be considered and signed by any 5 members.

An EGM may be called by the CEC. Members must be given 28 days' notice in writing of any proposed amendments to the Rules. Publication of this information is to be made in such issue of *The Essex Beekeeper* and on the EBKA Website. Rules may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting.

### 4 Preparations for the Annual General Meeting

*At the CEC meeting at least **three months before** the AGM, the Committee shall:*

- Prepare the Agenda, reaffirm the date of the meeting, and arrange for the publication of this information in such issue of *The Essex Beekeeper* and on the EBKA Website as to give members notice of the AGM as required by the Rules
- Prepare any recommendations to be put to the AGM, and arrange for the publication of these in such issue of *The Essex Beekeeper* and on the EBKA Website as to give members notice of them as required by the rules.

*At the CEC meeting approximately **one month before** the AGM, the Committee shall:*

- Check that arrangements are in place for full examined accounts to be ready for the AGM
- Identify the new entries to be added to the Book of Commemoration and arrange for such entries to be added.

*Reviewed December 2020*