

BRITISH OCCUPATIONAL HYGIENE SOCIETY Notice of Annual General Meeting 2024

Notice is hereby given of the Annual General Meeting of the Society to be held at
15.00 on Friday, 17 May 2024
via video conferencing

Agenda

1. Welcome and Apologies.
2. To approve the minutes of the previous meeting held on Wednesday, 03 May 2023.
3. To ratify the results of the appointments process for members of the Board and specified committees.
4. To receive the Annual Report, incorporating the annual accounts, for the year ended 31 December 2023.
5. To note any complaints received by the Faculty of Occupational Hygiene.
6. To approve the appointment of an Auditor.
7. Any other ordinary business (must be brought to the Board's attention prior to the meeting).

BY ORDER OF THE BOARD OF TRUSTEES



H Pearson

Company Secretary and Director

Dated: 17 April 2024

Notes

- **Proposal and seconding:** the above ordinary business agenda items (underlined), shall be deemed to have been proposed and seconded by the members of the Board collectively.
- **Proxy votes:** Any member entitled to attend and vote at the meeting is entitled to appoint the Chair of the Meeting to vote on their behalf.

Minutes of the Annual General Meeting 2023

The 2023 Annual General Meeting was held via teleconference on Wednesday, 03 May 2023 at 15.00.

Welcome and Apologies

The BOHS President, Chris Keen, welcomed members of the Society to the AGM. The President confirmed that in line with the Byelaws of the Society, the notice of the meeting had been sent out in time, the meeting was quorate and that as President she would chair the meeting.

Apologies were received from Rupert Balfry.

Voting

The President confirmed the use of an online voting system to provide members with the facility to vote ahead of the AGM and the use of these votes to quorate the meeting.

Approval of minutes of previous meeting

The President confirmed that the minutes of the Annual General Meeting held on 4 May 2022 had been circulated with the AGM notice.

BOHS received no comments regarding the accuracy of these minutes and were approved.

Announcement of the results of Board and Committee appointments

The following nominations were unopposed and therefore, a ballot was not required:

The BOHS Board

- Parmjit Gahir, President-Elect
- Jason Hodgkiss, Honorary Treasurer
- Helen Pearson, Honorary Secretary
- Jo McDonagh, Ordinary Board Member
- Mike Robertson, Ordinary Board Member

FAAM Committee

- Samantha Collins, FAAM Committee Member
- Darren Evans, FAAM Committee Member

BOHS exceeded the required number of nominations for the position of FOH Committee Member. Therefore, an election took place and successfully elected:

FOH Committee

- Justina Sebag-Montefiore, FOH Committee Member

BOHS received no comments regarding the accuracy of these appointments and the AGM ratified the above appointments.

Retiring members of Board and Faculties

BOHS thanked the Board and Faculty Committee members who retired this year, for their commitment and contribution during their terms:

- Alison Margary, Immediate Past President
- Amanda Parker, Honorary Treasurer

BOHS also thanked Colette Willoughby for her contribution, who stepped down from her position on the FAAM Committee.

Presentation of the Annual Report for the year ended 31 December 2022

Deputising for the Honorary Treasurer, the President-Elect, Alex Wilson presented the Annual Report incorporating the audited Financial Statements for the year ended 31 December 2022.

The Annual Report was received by the members.

Code of Ethics Complaints

The Registrar of the Faculty of Occupational Hygiene, Sarah Leeson, confirmed that 2022 did not receive any complaints against the Code of Ethics.

Appointment of Auditors

Members confirmed via voting to delegate to the Chair the power to appoint an auditor on behalf of the Society for 2023/2024. The Chair announced Haines Watts as the Society's auditors for 2023/2024.

Special Resolution

In February 2023, following a consideration of the profile of the Society's current name, the Board of Trustees commissioned Head Office to carry out a survey of members on their views on whether the Society should consider a change of name. This was not as a result of any active campaigning or external impetus, but in response to feedback from active members of the Society and the Head Office team that there may be an appetite amongst membership to consider renaming the Society. The survey reported that over 70% of those responding felt that the Society should change its name. In response, a Special Resolution was put to the Society, with a proposal of a new name for its consideration.

After the resolution was proposed, the Board received further input from two members. One raised several points asking questions about the governance and process and whether the Board had made full consideration of a number of risk factors and concerns. The Officers of the Society met and considered this and a further meeting of the Board was convened to assure the officers that there were no omissions and oversights in the process. An additional, more detailed outline of the process and reasoning underpinning the special resolution and next steps was provided to the Society's members on the 25 April 2023, having highlighted at the opening of voting that such material would be made available.

The Officers and Trustees were satisfied that the issues raised by the members prior to the vote were addressed fully by this material. The members were also corresponded with directly.

The required majority to carry a Special Resolution in line with the Society's governing documents is 75%. The percentage voting in favour of the resolution was 72.73%. Therefore, the resolution was not carried. However, given that a simple majority of members expressed themselves to be in favour of the resolution, the Board will review the outcome of the voting and determine next steps in relation to the matter of the name of the Society.

One member raised the question of where the 75% majority came from, and it was confirmed that it is written into the Society's Byelaws.

Any Other Ordinary Business

None noted.

Installation of the New President and Close of Meeting

Chris Keen passed the title of 'President' to Alex Wilson as the new BOHS President for 2023/2024. The meeting was closed by the President at 15:13 hours.