

SOCIETY OF MODEL AERONAUTICAL ENGINEERS LTD

(T/A British Model Flying Association)

TO ALL FULL COUNCIL MEMBERS

There will be an on-line Meeting of the Full Council on Saturday 16 May 2020

at 1.00 pm

Instructions for logging-in to the meeting via Zoom will be distributed in due course.

All reports to the Meeting should be emailed to the Office Manager and posted to the Council on-Line Forum as soon as possible and no later than 1 May 2020

A G E N D A

- 1 Apologies for Absence.
- 2 Request for permission to be absent.
- 3 To verify the voting strength of the meeting.
- 4 Correction and Adoption of the Minutes of the Full Council Meeting held on 11 January 2020. *(Corrections not already notified should be posted on the Council Forum as soon as possible.)*
- 5 Matters/Actions Arising from the meeting on 11 January 2020 that are not included elsewhere on this Agenda. *(Updates on actions and questions for Matters Arising should be posted on the Council Forum as soon as possible.)*
- 6 Strategic and Topical Matters:
 - a COVID 19 Implications
 - b BMFA Strategic Review
 - c Charitable Trust Study
- 7 To receive a report from the Chairman to include the following proposal:
 - a That the BMFA Annual Prize Giving Dinner for 2020 shall be cancelled and that the annual awards and trophies for any contests that are held during 2020 shall be awarded at the Annual General Meeting in November.
- 8 To receive a report from the Chief Executive Officer.
- 9 To receive a report from the Vice-Chairman.
- 10 To receive a financial and membership report from the Honorary Treasurer to include:
 - a The progress towards the year end Accounts.

Cont/...

- 11 To receive a report from the Honorary Secretary to include:
 - a The receipt of Affiliated Clubs.
 - b The receipt of the dates for Council Meetings in the year 2021.
 - c To discuss and agree the processes for the November elections.
 - d To determine the eligibility of Jo Halman FSMAE (Competition Secretary) (having served for ten or more years in the current position) to stand for re-election in accordance with rule 1.8 of the Council Handbook.
 - e A proposal to provide a mechanism for an electronic `virtual' secret ballot for Council Meeting matters where a sealed (blind/secret/card) ballot is required. (Council Handbook, Section 3, para 3.4 refers).
 - f A proposal to adopt a new Members' Disciplinary Policy, Hearing and Procedure.
- 12 To receive a report from the Technical Secretary.
- 13 To receive a report from the Competition Secretary to include:
 - a The receipt and ratification of any contests for next year's FAI Calendar.
- 14 To receive a report from the Records Officer to include the following proposals:
 - a To delegate responsibility for the ratification of records to the Records Officer, improve the records management system and clarify responsibility for the maintenance of record documentation and procedures.
 - b To amend Council Handbook Section 10.1 – Records Officer Responsibilities to include delegated responsibility for the ratification of records.
- 15 To receive a report from the FAI Delegate to include:
 - a Cancellation of the recent CIAM Plenary Meeting.
- 16 To receive a report from the Achievement Scheme Review Committee.
- 17 To receive a report from the PR Consultant.
- 18 To receive any other proposals: *"There are no other proposals"*
- 19 To receive updated briefings and reports from the Technical Committees & the Power Nationals Co-ordinator for all the BMFA National Championships.
- 20 To receive any reports from the following Delegates (*reports should be brief and must be submitted to the Office Manager in writing and in advance*):
 - a Royal Aero Club (RAeC)
 - b General Aviation Safety Council (GASCo)
 - c Air Prox
 - d Sport & Recreation Alliance
 - e General Aviation Awareness Council (GAAC)
 - f General Aviation Alliance (GAA)
 - g European Model Flying Union (EMFU)

Cont/...

21 To receive any reports from the following Committees and personnel (*reports should be brief and must be submitted to the Office Manager in writing and in advance*):

- a CAA Team
- b Club Support Officer
- c Education Working Group
- d Payload Challenge
- e Computer Sub-Committee
- f Safety Review Committee
- g BMFA News Publishers
- h BMFA Archivist

22 Any Other Business.

Please note: Items for Any Other Business should be sent by email to the Office Manager at least 24 hours before the meeting commences. This will be strictly enforced. Any questions to be asked under AOB that require detailed answers should be previously advised to the Office Manager in sufficient time to allow for preparation of replies.

23 Date of next meeting: provisionally 19 September 2020 (to be confirmed) .

Linda Harding
Office Manager
28th April 2020

Circulation: All Council Members

Note: Provisional Minutes will be circulated no later than 21 days after the Council Meeting and will be published on the website within three working days of the Minutes being available.

Attachments: All proposals are attached. Proposals and reports are also available individually on the Council Forum at <https://council.bmfa.uk/forums/forum/full-council-2-5-20> for those who have Directors' access and may wish to write comments prior to the meeting.

SOCIETY OF MODEL AERONAUTICAL ENGINEERS LIMITED

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P R O P O S A L F O R M

Please use **BLOCK LETTERS** for handwritten proposals.

Indicate the appropriate Council Agenda: **FULL / AREAS / TECHNICAL** (delete those which are inapplicable).

Proposals must reach the Chief Executive no later than the Monday, 26 days prior to the Council Meeting.

Use a separate sheet for long proposals or reasons and attach to this form. Refer to the notes on page 2 regarding the conditions for submitting proposals.

PROPOSAL:

That the BMFA Annual Prize Giving Dinner for 2020 shall be cancelled and that the annual awards and trophies for any contests that are held during 2020 shall be awarded at the Annual General Meeting in November. The Location for the Annual General Meeting is still to be determined but the Goldsmith Hangar at BMFA Buckminster is under consideration.

REASON:

A large proportion of this contest season has been lost with several National Championships and all International contests already cancelled due to the COVID 19 pandemic. Even when Government restrictions on movement are lifted it is highly likely that social distancing measures will remain for the majority, and potentially greater restrictions for those in the most vulnerable category who will remain at higher risk until a vaccine becomes available. With the age profile of BMFA membership being skewed towards the upper end it would be irresponsible of the BMFA to promote a social event that would increase the risk to its members, even though it is still over 6 months away.

In addition to the health considerations, the financial risk of hosting a formal dinner with associated overnight hotel accommodation when the numbers attending are likely to be significantly reduced due to fewer (if any) trophies being awarded, is unsustainable in the current climate.

ELECTED OFFICERS/COUNCIL MEMBER

Proposed by: Ian Pallister FSMAE Post: BMFA Chairman Signature of Officer/Council Member:

Submitted Electronically

Date: 17 April 2020

(Only sign if not submitted electronically)

TECHNICAL COMMITTEES OR THE ACHIEVEMENT SCHEME REVIEW COMMITTEE (ASRC)

Proposed by: Technical Committee / ASRC (delete as appropriate)

Date of Meeting: Voting Results: For: Against: Abstentions:

Date: Signature of Committee Secretary / ASRC Council Member:

(Only sign if not submitted electronically)

AREA COMMITTEES

Proposed by: Club: Signature of Club Delegate

Seconded by: Club: Signature of Club Delegate:

(Only sign if not submitted electronically)

Date of Meeting: Voting Results: For: Against: Abstentions

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PROPOSAL:

To provide a mechanism for an electronic 'Virtual' secret ballot for Council Meeting matters where a sealed (blind/secret/card) ballot is required. Refer Section 3 Council Handbook (para 3.4)

3. MEETING RULES AND PROCEDURES

3.4 Council Voting

Council Members need not be physically present to vote. For more detail see the Articles but to qualify as "virtually present" arrangements must be made such that the director is fully in communication with all aspects of the business of the meeting. Each member is entitled to only one vote irrespective of the number of posts he may hold. The Chairman has a second (casting) vote in the case of a tied ballot.

In respect of formal Council meetings it will normally be the case that only the Directors physically present vote on issues as they arise at such meetings. However if an important specific topic is on the agenda for a Council meeting where it is impossible for any Director to be physically present and it is known that the specific Director/s will have a significant input as relevant to that topic, then arrangements may be made by video conference, speaker phone provision (or similar) to ensure that Director (or Directors) has interaction with, and input to, the meeting such that their vote/s can still be recorded and that their votes are achieved in an informed manner taking full account of the discussions at the meeting.

In addition to formally convened Council meetings, circumstances may arise where an "email vote" is clearly the most efficient way of ensuring timely resolution of an urgent issue. There are however potential hazards with email voting and, as a procedure, it should **not** normally be the primary mechanism of decision taking nor should it ever be employed on issues which clearly require significant discussion and interaction before any vote. Any topic intended for email voting must be framed on an absolutely "black and white" question basis.

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.../cont Hon Sec Proposal

In some circumstances, including elections and disciplinary proceedings, voting must be made anonymously. For meetings when Directors are physically present this will normally be done by paper ballot. However, in circumstances where a physical meeting cannot be held and a virtual meeting is held instead, then “physically present” at such a meeting will be taken to mean those Directors who are entitled to vote and are logged in to that meeting. Any electronic ‘virtual vote’ may be held provided that the method employed ensures anonymity and does not allow identities to be disclosed.

Email votes shall not be used for votes where anonymity must be preserved.

Although this mechanism of non-physically present votes, in certain defined circumstances, being acceptable is provided here in the context of Full Council votes, the same principles apply to such voting, including email voting, at any of Council’s sub councils, committees and sub committees. If and when any email vote is conducted, the voting question shall be sent to all members of the relevant Council or Committee usually by the Secretary of that Council or Committee and the “reply all” function should normally be used in voting. That assures process transparency and makes the voting result clear to all relevant members of the Council or Committee.


The fact that the vote was conducted, the question/s asked and the result/s shall be recorded in the Minutes of the next physical meeting of that Council or Committee which follows the email vote.

If the topic in question is to seek final agreement to a previously drafted document where the document has previously been the subject of face to face debate and it is anticipated that agreement should be straightforward on the basis that all pre-agreed changes have since been incorporated, then, for convenience, it is acceptable for the originator of that document to seek and record the email votes to agree the document on the basis as described above.

REASON:

Following the necessity for electronic Council meetings a mechanism was required to enable a secret ballot.

ELECTED OFFICERS/COUNCIL MEMBER

Proposed by: Mark Benns Post: **Hon Secretary** Signature of Officer/Council Member: 
 Date: 16/04/2020 **(Only sign if not submitted electronically)**

TECHNICAL COMMITTEES OR THE ACHIEVEMENT SCHEME REVIEW COMMITTEE (ASRC)

Proposed by: Technical Committee / ASRC (delete as appropriate)
 Date of Meeting: Voting Results: For: Against: Abstentions
 Date: Signature of Committee Secretary / ASRC Council Member:

AREA COMMITTEES

Proposed by: Club: Signature of Club Delegate:
 Seconded by: Club: Signature of Club Delegate
 Date of Meeting: Voting Results: For: Against: Abstentions:
 Date:

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Use a separate sheet for long proposals or reasons and attach to this form. Refer to the notes on page 2 regarding the conditions for submitting proposals.

PROPOSAL:

To adopt a MEMBERS' DISCIPLINARY POLICY, HEARING AND PROCEDURE to become a separate document that sits alongside other procedural documents. Available on the BMFA website.

MEMBERS' DISCIPLINARY POLICY, HEARING AND PROCEDURE

The Society of Model Aeronautical Engineers Limited ("the Society") is proud of its reputation for high standards of conduct and wishes to maintain the same. Individual Members, and those belonging to Member clubs, are expected to conduct themselves in a manner which maintains those high standards and the reputation of the Society. Conduct which falls short of the standards required or which may damage the good reputation of the Society will be regarded as a breach of the Society's rules and may lead to the Member concerned being disciplined.

1. Report of Alleged Misconduct

- 1.1. Any concern about the conduct of a member should be reported to the Chief Executive or a Director.

2. The Investigative Process

- 2.1. A Director will be appointed by a consensus of the Executive to conduct an investigation (who shall effect impartiality at all times) so as to:
 - establish the nature of the allegation(s);
 - gather evidence to enable a decision to be taken on whether there is a disciplinary case to answer;
 - consider if the matter should proceed to a formal hearing.
- 2.2. If the Director conducting the investigation is of the view that it would be inappropriate for the member to attend any competition and/or Society event, he shall have the power to suspend the member pending the outcome of the investigation and, if needed, to extend the suspension until the outcome of the disciplinary hearing.
- 2.3. The outcome of an investigation may be that:
 - There is no case to answer and that is the end of the matter;
 - The matter is dealt with informally (ie via conversation);
 - A disciplinary hearing is convened.

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3. Disciplinary Hearing

- 3.1. The Executive will appoint a Panel of three people, two of whom must be Directors of the Society, who have not previously been involved in the matter and all must effect impartiality at all times.
- 3.2. The member will be invited to attend a disciplinary hearing before the appointed Panel.
- 3.3. Prior to the disciplinary hearing the member will be provided with details of the allegation(s) together with the evidence and shall in turn be required to (a) submit any written submissions and/or (b) identify any witness that he considers relevant.
- 3.4. At the hearing the member will be given an opportunity to (a) present his case and (b) raise any issues that he wishes to have considered.
- 3.5. The Panel conducting the hearing will consider all representations and then decide on the outcome and level of any disciplinary sanction which may include, but not be limited to, reprimand, a period of suspension of membership or termination of membership with immediate effect.
- 3.6. The member has the right to appeal against the decision. Any appeal must be in writing and sent to the Chief Executive stating the grounds of appeal in full and marked for the attention of the Panel who conducted the disciplinary hearing.

4. Appeal Procedure

- 4.1. The appeal will be heard by at least two Directors who have not had any prior involvement in the matter (appointed as per 3.1).
- 4.2. The Appeal Hearing will be a review of the decision of the disciplinary hearing.
- 4.3. The decision following the appeal is final.

Notes:

- The male gender is used throughout the document and is taken to cover all genders.
- The Directors may amend this policy and procedure from time to time.

REASON:

There is no Members' Disciplinary Policy and Hearing Procedure in place therefore it was agreed that a procedure is essential to maintain the high standards and the reputation of the Society. The agreed 2019 AGM Special Resolution required a new Procedure for a Members' Disciplinary Policy and Hearing to be presented as a Proposal to Full Council.

ELECTED OFFICERS/COUNCIL MEMBER

Proposed by: Mark Bennis Post:**Hon Secretary** Signature of Officer/Council Member:

Date: 25/04/2020

(Only sign if not submitted electronically)



TECHNICAL COMMITTEES OR THE ACHIEVEMENT SCHEME REVIEW COMMITTEE (ASRC)

Proposed by: Technical Committee / ASRC (delete as appropriate)

Date of Meeting: Voting Results: For: Against: Abstentions:

Date: Signature of Committee Secretary / ASRC Council Member:

AREA COMMITTEES

Proposed by: Club: Signature of Club Delegate
Seconded by: Club: Signature of Club Delegate:
Date of Meeting: Voting Results:For: Against:Abstentions

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Proposals must reach the Chief Executive no later than the Monday, 26 days prior to the Council Meeting.

PROPOSAL:

The proposal is for a change to the way that BMFA records are administered and to delegate responsibility for ratification to the Records Officer which will improve the process and speed up ratification.

The new process will be as follows:

- When the Office receive a claim or paperwork they will time stamp the application and then load the claim onto the SharePoint drive for claims in process and notify the Records Officer that it is online.
- The Records Officer will review the claim and, if acceptable, ratify the record. The Records Officer will notify the claimant of any errors or omissions in the dossier and these may be corrected within the 60 days allowed for submission. If further clarification is needed the Records Officer may contact others for their opinion.
- When agreed, the Records Officer will inform the BMFA Office that a new record has been ratified and the certificate will be issued.
- If a record is rejected for whatever reason the Records Officer will contact the claimant and inform him of the reasons for rejection.
- If the claimant does not accept the Records Officer's ruling he will have 28 days from the notification being received to submit a complaint in writing. The Records Officer will then have 14 days from receipt of the complaint to respond in writing.
- If the claimant still does not accept the Records Officer's response he may within a further 14 days submit an appeal in writing to Council which will be taken at the next planned Council meeting.
- The Records Officer will be responsible for updating the records spreadsheet and ensuring it is accessible on SharePoint.
- The Records Officer will be responsible for keeping up to date the SharePoint folder.
- The Records Officer will transcribe all new records onto the UK Records List (Record Rules and Regulations Book 2)
- The Records Officer will inform Council and Technical Council in his report of any records which have been submitted, ratified or rejected in the relevant time period.

To implement the above will require a change to the Records Officer's responsibilities detailed in the Council Handbook. This is covered by a separate proposal.

If agreed, the Technical Secretary will incorporate the new process into the Record Rules and Regulations Book 1.

Cont/...

.../cont Records Officer Proposal

REASON:

The proposal is in response to changes that were discussed in the January 2020 Council meeting for streamlining the meeting agenda and general process improvements.

There are two primary reasons for proposing the change:

1. To reduce the requirement for Council to be drawn into the minutiae of routine record claims and bring the ratification process into line with the improvements that are to be made to the Council Agenda, which will eventually save time for all involved
2. The frequency of Council and Technical Council meetings means that the current process to ratify record claims takes too long. In the competition season a record may be set and broken a number of times. Under the new process ratification will take no longer than 30 days from receipt of completed paperwork.

ELECTED OFFICERS/COUNCIL MEMBE

Proposed by: Simon Vaitkevicius Post: Records Officer Signature of Officer/Council Member: By email_
 Date: **20-Apr-20** *(Only sign if not submitted electronically)*

TECHNICAL COMMITTEES OR THE ACHIEVEMENT SCHEME REVIEW COMMITTEE (ASRC)

Proposed by: Technical Committee / ASRC (delete as appropriate)
 Date of Meeting: Voting Results: For: Against: Abstentions:
 Date: Signature of Committee Secretary / ASRC Council Member:
(Only sign if not submitted electronically)

AREA COMMITTEES

Proposed by: Club: Signature of Club Delegate:Seconded
 by: Club: Signature of Club Delegate:
(Only sign if not submitted electronically)
 Date of Meeting: Voting Results: For: Against: Abstentions:
 Date: Area

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PROPOSAL:

To update the Records Officer's responsibilities in Section 10 of the Council Handbook to reflect the delegation of record claim ratification to the Records Officer from Full and Technical Councils.

Modified text to be as follows:

10.1.6 **The Records Officer shall receive, process and, for UK National records, ratify** ~~Receives, processes and ratifies on behalf of~~ **presents to Full and Technical Councils** of any UK National and FAI World Record claims and ~~liaises~~ **liaise** with persons ~~or clubs~~ wishing to make a record attempt. The Records Officer ~~will update~~ **shall inform** ~~On ratification by Full Council or and Technical Council, of a BMFA Record Claim, directs~~ in his reports ~~on of~~ any records which have been submitted, ratified or rejected in the relevant time period and direct the CEO to issue signed BMFA Record certificates **as appropriate**.

If approved the text will read as follows:

10.1.6 The Records Officer shall receive, process and, for UK National records, ratify on behalf of Full and Technical Councils any UK National Record and FAI World Record claims and liaise with persons wishing to make a record attempt. The Records Officer shall inform Full Council and Technical Council in his reports of any records which have been submitted/ratified or rejected in the relevant time period and direct the CEO to issue signed BMFA Record certificates as appropriate.

Reason:

This is an implementation proposal in response to the new proposed way of working for the administration and ratification of records.

ELECTED OFFICERS/COUNCIL MEMBER

Proposed by: Simon Vaitkevicius Post: Records Officer Signature of Officer/Council Member: By email
Date: **20-Apr-20** *(Only sign if not submitted electronically)*

TECHNICAL COMMITTEES OR THE ACHIEVEMENT SCHEME REVIEW COMMITTEE (ASRC)

Proposed by: Technical Committee / ASRC (delete as appropriate)
Date of Meeting: Voting Results: For: Against: Abstentions:
Date: Signature of Committee Secretary / ASRC Council Member:

AREA COMMITTEES

Proposed by: Club: Signature of Club Delegate:
Seconded by: Club: Signature of Club Delegate:
(Only sign if not submitted electronically)
Date of Meeting: Voting Results: For: Against: Abstentions:
Date: Area