

Our Ref: AGM 2020 /Lett 4  
29 July 2020



To: **Secretaries of Full Member Clubs and Associated Bodies**  
**Secretaries of Associate Clubs** (*For Information only - See Note 1 below*)  
**Members of the Scottish Rugby Council and the Scottish Rugby Board**  
**Past Presidents**

Scottish Rugby Union Limited  
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Dear Sir / Madam

### **Annual General Meeting 2020 – Stage 1**

In accordance with the Bye-Laws of the Scottish Rugby Union, I hereby give notice that the 2020 Annual General Meeting will be held on **Saturday 15<sup>th</sup> August 2020 at 10.30am**, initially on a virtual meeting platform.

The Meeting will be held in 2 stages, the first of these being on the virtual platform on 15<sup>th</sup> August 2020, with the Meeting then adjourning, and the second stage then being held in person at a future date when Coronavirus lockdown restrictions permit.

User names, access codes and instructions on how to access the Stage 1 meeting platform will be circulated separately to those entitled to attend, and for those also entitled to vote.

**Admission to Stage 1 of the Meeting will be granted only through the use of the authorised user names and codes.** All representatives of Full Member clubs and Associated Bodies participating must be current members of the Club/Associate Body they are representing.

Arrangements for admission to Stage 2 of the Meeting will be circulated nearer the time, once a date has been identified.

The Agenda for the Meeting is enclosed, together with some accompanying notes, and identifies which items of business have been allocated to the respective stages.

The Agenda and other relevant papers for Stage 1 business can be downloaded from the AGM section of our website. Please read these carefully. The website will be kept updated with any further documents which may be relevant.

Stage 1 business is principally for formal matters which are more straightforward to conduct on the virtual meeting platform, including elections to Council and the Vice-Presidency, full membership of the Union and ratification of the new President's term in office.

Business which is best suited to being conducted in person and more likely to require explanation, debate or to generate comment – including presentations, Financial Statements, Motions and Amendments and questions - has been allocated to Stage 2. The relevant papers for that Stage, including the 2019/20 Financial Statements and Annual Report, will be made available in good time in advance of the date for the resumed meeting.



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Should you have any queries with regard to the foregoing, or to intimate apologies, please contact Scottish Rugby's Head of Regulation, Graham Ireland E: [graham.ireland@sru.org.uk](mailto:graham.ireland@sru.org.uk).

Yours faithfully



**Robert Howat**  
**Secretary**

**Note 1 : Associate Clubs are not entitled to attend the AGM. Associate Clubs in each of the six Areas have the opportunity to elect two delegates to the AGM via Area Meetings.**

**The AGM papers are copied to Associate Clubs in order that they can mandate their Area Representatives as appropriate.**

**Please note that AGM correspondence and papers can be downloaded from the AGM section of our website. Go to: Scottish Rugby → About Us → Annual General Meeting.**

## SCOTTISH RUGBY UNION AGM 2020

### AGENDA

#### STAGE 1 – SATURDAY 15 AUGUST 2020 AT 10.30 AM – VIRTUAL MEETING PLATFORM

- 1 Opening and Welcome**
  - Quorum and Apologies
  - Notice of Meeting
  - Procedures and Opening of Voting
- 2. President, Chairman and CEO Remarks**
- 3 Minutes 2019 AGM**
- 4. Election of Vice-President**
- 5. Election of Exiles Club Representative**
- 6. Admission of Full Member Club**
- 7. Ratification of President 2020/21 and 2021/22**
- 8. Results of Voting**
- 9. Members of Council 2020/21**
- 10. Adjournment of Meeting to Future Date**

#### STAGE 2 - IN PERSON MEETING – DATE TO BE CONFIRMED

- 1. Resumption of AGM & Welcome**
  - Quorum and Apologies
  - Notice of Meeting
  - Procedures
- 2. President's Report and Address**
- 3. Scottish Rugby Business Update**
- 4. Financial Statements 2019/20**
- 5. Championship Report 2019/20**
- 6. Motions and Amendments**
  - Currie RFC Motion
  - Hawks RFC – Amendments and Motion
- 7. Other Competent Business – Questions**

## **Notes:**

### **Meeting Structure: Stages 1 and 2**

1. As a result of restrictions arising from the Coronavirus pandemic and the need to ensure that some items of business are fully and properly debated, the 2020 Annual General Meeting is being held in 2 stages.
2. **Stage 1** is being hosted on a virtual meeting platform and consists mainly of formal business needed to establish the composition of the Scottish Rugby Union Council and Union membership for 2020/21, including the election of a new Vice-President and ratification of the new President.
3. The Meeting will be adjourned after that business is completed. Separate details will be provided on how to access Stage 1 of the Meeting on the virtual platform.
4. **Stage 2** will see the resumption of the adjourned Meeting and will be held in-person on a date which will be confirmed in due course, once lockdown restrictions permit larger gatherings.
5. Items of business which need or would benefit from presentation, explanation, debate and discussion or which are more likely to generate comment and questions from members have been placed in the Stage 2 Meeting business.
6. Members will be advised of the resumption date well in advance and relevant papers, including the 2019/20 Financial Statements and Annual Report, made available in good time for the resumed meeting.

### ***Voting***

7. Voting on Stage 1 business will be conducted electronically, with the ability to cast votes being opened up early in the Meeting to ensure there is sufficient time available, with results announced towards the end of the Meeting.

### ***Questions***

8. Members may have questions that they would like to ask at or submit in advance of the Meeting.

If you do have a question that you would like to submit in advance, please consider which stage of the Meeting would be more appropriate and relevant before submitting it.

It is anticipated that questions and comments are most likely to be generated in relation to the Stage 2 business and will be better dealt with at the Stage 2 Meeting. A full opportunity to ask relevant, competent questions at the Meeting and to deal with questions submitted in advance will be provided in "*Other Competent Business*" in Stage 2. Further details will be circulated with the documentation for the resumed Meeting.

But if you do have a question which is specific to the business allocated to Stage 1 of the Meeting then it can be submitted in advance to the address below for no later than 5 pm on Friday 7<sup>th</sup> August 2020:

***graham.ireland@sru.org.uk.***

A form is available on the website for you to use. To assist with the smooth running of the Meeting, members are requested to limit themselves to no more than 2 questions for Stage 1 of the Meeting.

Please note a question might be held over to be dealt with in Stage 2 if it is of a general nature or better suited to the business of that Stage of the Meeting, or may be answered separately.

The online platform does enable a question to be asked on the day, although this has to be submitted electronically. Further details on how to do so will be provided with the log-in information.