

Appendix A: General Assembly, Political Balance and Appointments to Member Structures 2019-20

Wednesday 16 January	Alert circulated to member councils giving preliminary notice and timetable for the General Assembly Annual Meeting. The notice also includes the deadline for receipt of motions by Wednesday 1 May 2019 .
Wednesday 20 March	Alert circulated inviting member councils to appoint their representatives to the General Assembly for 2019/20 and those attending the Annual Meeting by Wednesday 5 June 2019 .
Wednesday 1 May	Deadline for submitting motions to General Assembly (5pm).
Thursday 2 May	LOCAL ELECTIONS Deadline for authorities to be in LGA membership for their election data to be included in the LGA's political balance calculation for 2019/20 political cycle. Only councils in full membership of the Association <u>before the polls open on the day of the principal local elections shall be included in the political balance calculations</u> . To be included in the political balance calculations, councils joining the Association on or after 1 April of the membership year must have paid their subscriptions in full prior to the opening of the polls on the day of the principal local elections.
Tuesday 7 May	Estimated political balance figures from LGA Research and Information team (dependent on speed of councils' declarations of results). Email to Group Leaders and Heads of Group Office (HGOs). (Monday 6 May is a Bank Holiday).
Wednesday 8 May	Elections results data available from Professors Colin Rallings and Michael Thrasher which then needs checking and analysis by the LGA Research and Information team to calculate political balance. Meeting of HGOs/Head of Corporate Services to discuss the estimated changed percentages and their implications for changes to the distribution of seats amongst the parties and the distribution of Chair and Vice-Chair places. HGOs will discuss possible implications with their respective Group Leaders and consider whether Group Leaders need to meet together.
Thursday 9 May	Final political balance calculation available from the LGA Research and Information team. HGOs to brief Group Leaders.

Chairman/Group Leaders meet to discuss political balance.

Wednesday 5 June

Deadline for member authorities to inform LGA of their representatives for 2019/20 General Assembly.

**Wednesday 5 June
1.00pm**

Report to LGA Leadership Board with formal proposals for places on boards and distribution of Chair / Vice-Chair places for 2019/20.

**Thursday 6 June
1.45pm**

Report to LGA Executive requesting their endorsement of the proportionality figures as the basis for negotiating the allocation of Chairs/Vice-Chairs and populating member structures.

Friday 7 June onwards

Political Groups to use their respective methods to populate the seats allocated to them – to take effect from **1 September 2019**.

Monday 17 June

Despatch of Agenda and papers for the Annual Meeting to General Assembly members.

Tuesday 2 July

Political Groups to report their nominations for LGA Office Holders to General Assembly Annual Meeting as early as possible on Tuesday 2 July or before.

LGA General Assembly appoints the LGA Office Holders of the Association for the 2019/20 political cycle with immediate effect.

Friday 5 July

Member Services to send appointment letters to the LGA Chair, Vice-Chairs and Deputy Chairs appointed at General Assembly.

Thursday 1 August

Political Groups to inform Member Services of nominations to LGA Member Structures for 2019/20.

From Friday 2 August

Member Services to send appointment letters to all members and invitations to Members' Briefing on Thursday 12 September 2019.

1 September 2019

2019/20 meeting cycle commences.

Thursday 12 September

LGA Members' Briefing (new and continuing members invited).