

Appendix A: General Assembly, Political Balance and Appointments to Member Structures 2018-19

Wednesday 17 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 2 May 2018 .
Wednesday 21 March	Alert circulated inviting member councils to appoint their representatives to the General Assembly for 2017/18 and those attending the Annual Meeting by Wednesday 6 June 2018 .
Wednesday 2 May	Deadline for submitting motions to General Assembly (5pm).
Thursday 3 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 2018/19 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.
Monday 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).
Wednesday 9 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 10 May	Final political balance calculation available from the LGA Research and Information team. HGOs to brief Group Leaders.

Thursday 10 May	Chairman/Group Leaders meet to discuss political balance.
Wednesday 6 June	Deadline for member authorities to inform LGA of their representatives for 2018/19 General Assembly.
Wednesday 6 June 1.00pm	Report to LGA Leadership Board with formal proposals for places on boards and distribution of Chair / Vice-Chair places for 2018/19.
Thursday 7 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 8 June onwards	Political Groups to use their respective methods to populate the seats allocated to them – to take effect from Thursday 1 September 2018 .
Monday 18 June	Despatch of Agenda and papers for the Annual Meeting to General Assembly members.
Tuesday 3 July	Political Groups to report their nominations for LGA Office Holders to General Assembly Annual Meeting <u>as early as possible on Tuesday 3 July</u> or before. LGA General Assembly appoints the LGA Office Holders of the Association for the 2018/19 political cycle with immediate effect.
Friday 6 July	Member Services to send appointment letters to the LGA Chairman, Vice-Chairmen and Deputy Chairmen appointed at General Assembly.
Wednesday 1 August	HGOs to inform Member Services of nominations to LGA member Structures for 2018/19.
From Thursday 2 August	Member Services to send appointment letters to all members and invitations to Members' Briefing on Thursday 13 September 2018.
1 September 2018	2018/19 meeting cycle commences.
Thursday 13 September	LGA Members' Briefing (new and continuing members invited).