



**Protocol for appointment of Member appointed directors**

1. The Members appoint the majority of directors in most more recent Articles of Association, so for member appointed directors they are appointed by way of resolution (example attached). Once a majority of Members have signed this then the resolution is passed.
2. Going forwards, in order to propose a director to the members for appointment a director nomination form (or other evidence of skills) should be completed by the proposed director and also the Chair of the board and the other members for signature and return.
3. Once the company secretary has the necessary signatures (at least 3 out of 5) the resolution needs to be dated as passed (this must be within 28 days of it being circulated) and please can a copy be sent to Suzanne Keenan (scanned is fine) for our records.
4. DBS checks will need to be carried out on the director using your usual processes.
5. The new appointment will need to be registered in the usual way with companies house using the companies house forms for appointment of a company director and GIAS will need to be updated.







Name of eligible member: [ ]

Date:.....

SIGNED: .....

Signature of eligible member

Name of eligible member: [ ]

Date:.....

SIGNED: .....

Signature of eligible member

Name of eligible member: [ ]

Date:.....

SIGNED: .....

Signature of eligible member

Name of eligible member: [ ]

Date:.....

SIGNED: .....

Signature of eligible member

Name of eligible member: [ ]

Date:.....

Note

An ordinary resolution will be passed once the members representing a simple majority of the total voting rights of eligible members signify their agreement to it. A special resolution will be passed once members representing 75% of the total voting rights of eligible members signify their agreement to it. In each case, the requisite percentage must be achieved within the period of 28 days beginning on the circulation date specified above.





Diocese of Durham

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THE CHURCH OF ENGLAND



Diocese of Newcastle



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