

# **BADMINTON WORLD FEDERATION**



President

BWF Member Associations

29 April 2020

Dear President / Dear Members

I trust that you, your families and the whole badminton community are doing well and staying safe in these extraordinary Covid-19 times.

The Covid-19 crisis has had a major impact on our global badminton community in so many ways, including our AGM 2020. The BWF Council has a duty to govern our sport in a responsible manner and in the best interests of our members and the sport. That duty is very important to fulfil during challenging times and it includes holding the BWF AGM 2020, the highest decision-making body.

We have postponed the BWF AGM 2020 once already and the ongoing uncertainty around international travel means that we are not able to confirm holding a physical AGM this year with large numbers of members attending. However, we have looked into the option of using technology to allow the BWF to hold a **virtual AGM** in 2020. BWF has found a technology company that successfully hosts virtual AGMs for large multi-national corporations.

We believe hosting a **virtual AGM** is the best possible option to serve the best interest of the BWF Membership in 2020. We are aware, however, that this is a different approach to the one that you are used to and one which is not strictly provided for within the BWF Constitution. We would therefore like to gain your support for this initiative before moving forward with planning.

On behalf of the BWF Council, I ask you to support a new format for the BWF AGM 2020 only - a "**decision making Virtual AGM 2020**" so that we can meet together online to consider the important AGM proposals we sent to the membership on 03 April 2020 ([linked here](#)).

We want to ensure every BWF Member has a chance to participate in this very important AGM.

We want to do this in a formal and legally compliant manner and are therefore asking for the consent of every Member Association to hold a **Virtual AGM 2020**. Please note that, if the BWF does not receive significant support to hold the AGM virtually, it may not be possible to organise any AGM in 2020 due to the COVID-19 situation.

This extraordinary Covid-19 situation requires us to do things in a different way. I trust that we will get the full support of the membership for the BWF AGM 2020 to be hosted virtually. Please return your voting forms to us by 15 May 2020 (Midnight KL time).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Poul-Erik Høyer', with a stylized flourish at the end.

**Poul-Erik Høyer**  
**BWF President**

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# Proposal to the BWF Membership: Virtual AGM in 2020 (02/05/2020)



## 1. Background

The Covid-19 crisis has had major consequences on the whole world, including on the badminton community. Because of the pandemic, a large number of countries imposed lockdowns and restrictions on travel, leading to numerous tournaments being cancelled.

The BWF Annual General Meeting (AGM) was originally scheduled to take place in Aarhus (Denmark) on 22 May 2020, before being postponed to 21 August 2020. Although the BWF has just postponed the TOTAL BWF Thomas and Uber Cup Finals to October, it remains uncertain whether the BWF will be able to hold its AGM in Denmark even in October.

Taking into account the potential travel restrictions on AGM delegates from 130+ countries globally who would usually attend the AGM, the BWF is not confident that a physical meeting is possible in any location this year. For any AGM to be valid, the delegates from one third of the membership (i.e. from 63 Members in Good Standing) need to be present.

The BWF Council has looked for alternatives in order to deal with the items on the AGM 2020 Agenda, circulated on 03 April 2020 ([linked here](#)).

The BWF Council has decided to put forward the idea of a **virtual AGM**, using technology that would allow members to exercise their rights as they would in a traditional face-to-face AGM.

The purpose of this document is to:

- a) explain how a **Virtual AGM** would work, and
  - b) to put forward a proposal to the BWF membership to exceptionally hold a virtual AGM on **Saturday 18 July 2020**, instead of the face-to-face AGM as originally planned.
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## 2. The Virtual AGM

### What is a Virtual AGM?

A Virtual AGM is an AGM that takes place without the participants being physically present in the same place. Instead, participants would access the meeting via their computers or mobile devices, and would be able to watch presentations, submit questions and vote – just as they would during an in-person AGM.

### What technology would the Virtual AGM use?

The Virtual AGM would use software specifically developed to organise virtual meetings. This would include the ability to verify attendance, and register and count votes. The BWF is currently in contact with a number of companies in the field and, should this proposal be accepted, will thoroughly assess the software to ensure that it allows a flow as close as possible to in-person AGMs.

### What do you need to attend?

Members need to register a Voting Delegate (and if needed, a second delegate). Those attending the AGM need a stable internet connection, and download an App onto a mobile device, laptop or computer.

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## When would the Virtual AGM take place? How long will it last?

It is proposed to hold the “**decision making Virtual AGM**” on **Saturday 18 July 2020** at 1900 (KL Time). This timing is to accommodate as many BWF members as possible, in diverse time zones. For some in Oceania, this will be late at night, and for others on the west coast of South America, this will be early in the morning.

The Virtual AGM will be a “decision making meeting” and is expected to be about **90 minutes long**. The reports and “questions and answers” that usually take place during the face-to-face meeting, will instead take place in the weeks leading up to the Virtual AGM.

## What information will you get before the Virtual AGM?

In the weeks before the AGM, the BWF will organise information sessions in order to explain the proposals on the agenda and give an opportunity to members to ask questions and receive answers to these.

Date	Element / Action	Notes
<b>Friday 22 May</b> 1900 KL time / 1300 CET	BWF webinar for Members (in English)	This is a 60 minute general update for members on the impact of COVID-19. We will also explain the steps towards the virtual AGM 2020.
<b>Friday 12 June</b>	Deadline for Members to propose amendments to the AGM proposals.	As per clause 15.13 of the constitution ( <a href="#">linked here</a> ) - 5 weeks before the AGM.
<b>Friday 26 June</b>	Committee Chairs Reports - video clips published – (in English)	An 8 minute video clip and Powerpoint presentation from each Committee Chair, is uploaded on the BWF YouTube Channel and hosted on <a href="#">AGM page of the website</a> .  Members / delegates are encouraged to look at these and submit questions for the Chairs. The answers will be posted on AGM page.
<b>Saturday 11 July</b>  1900 KL time / 1300 CET (60 minutes)	BWF webinar for Members – (in English) to explain the proposals on the AGM 2020 Agenda ( <a href="#">linked here</a> ).	Members / delegates are encouraged to submit questions on the proposals before the webinar. Q and A will be tabulated and answers provided and posted on AGM page.  Important questions referenced in the AGM.
<b>Thursday 16 July</b>  1900 KL time	Deadline for nomination of delegates to the AGM (48 hours before the meeting)	The final list of voting delegates / second delegates prepared after this deadline. Voting delegates will be sent log on / password details 24 hours before the AGM.
<b>Saturday 18 July</b> 1900 KL time / 1300 CET	<b>Decision making Virtual AGM 2020</b>	Approximately 90 minutes.

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## What are the implications for MAs?

We are trying to design a process that is as close as possible to in-person AGMs:

### - Before the AGM:

- **Documentation:** You will receive all the relevant documentation and be given an opportunity to submit questions and receive answer. All Members already received all the papers for the meeting on 03 April ([linked here](#)), however we will add more information to satisfy the reporting function of an AGM.
- **Delegate Nomination:** In the weeks before the AGM, you will nominate AGM Delegate(s) in the usual way. As usual, the nomination process closes 48 hours before the AGM. The AGM Delegates(s) will be sent a link 24 hours in advance, together with a unique user name & password linked to the member association.

### - During the AGM:

- **Attending:** Delegates (maximum of 2 per Member Association) will be able to attend the AGM which will be held entirely virtually / online. A video feed of the BWF President & Secretary General will be displayed.
- **Quorum:** The quorum (clause 15.3 of the Constitution) will be verified at the start of the meeting based on the number of Delegates who are online.
- **Agenda:** The President, acting as Chair, will lead the meeting according to the Agenda, delegating as necessary and opening the floor for questions or for voting.
- **Voting:** Voting Delegates will be able to vote electronically, all according to the voting strengths and voting requirements set out in the BWF Constitution.
- **Asking questions:** The Delegates will be able to ask questions in writing. These questions will be answered during the AGM.
- **Translation:** As usual, the BWF will provide for translation in French, Spanish, Russian and Arabic.

## Why do we need your approval for a Virtual AGM?

While the BWF Constitution does not disallow Virtual AGMs, it also does not formally allow them. Indeed, the wording used suggests that the AGM should be held physically in a location decided by the Council, and that members should be physically present for the quorum to be valid.

Through this proposal, we are seeking the BWF membership's formal agreement to organise a virtual AGM, despite this possibility not being explicitly provided for in the AGM. This agreement will only be valid for 2020 and will help the BWF prepare for the elections in 2021.

If the BWF does not receive significant support to hold the AGM virtually, it may not be possible to organise any AGM in 2020 due to the COVID-19 situation. **We therefore see the Virtual AGM as the best possible option that serves the best interest of the BWF Membership.**

# Proposal to the BWF Membership: Virtual AGM in 2020 (02/05/2020)



## 3. The Proposal

The attached document in Word format is a voting slip for each BWF Member Association to vote on the Proposal.

The Proposal is as follows:

***"To hold the BWF 2020 Annual General Meeting in a virtual format"***

Member Associations may vote either **For** or **Against**.

To vote, please complete the **Voting Form**, and make sure the voting slip is signed by the authorised representative(s) of your organisation (for example, the President, the Secretary General, a board member, the CEO – being one of the people who usually signs the Schedule A form).

Your vote is considered as the position of your Member Association in relation to the Proposal. The BWF Council will take a decision on whether to go forward with a Virtual AGM based on the outcome of the vote. For transparency, the results of the voting will be published by the BWF.

Signed and scanned voting slips should be sent back to the BWF by no later than midnight Kuala Lumpur time on **Friday 15 May 2020** at the following email address:  
[virtualagm2020@bwfbadminton.org](mailto:virtualagm2020@bwfbadminton.org)

If you have any questions about this process, please also feel free to write to Stuart Borrie (Chief Operating Officer) at the following email address: [s.borrie@bwfbadminton.org](mailto:s.borrie@bwfbadminton.org).

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