

DSA ANNUAL GENERAL MEETING – DRAFT MINUTES

6th November 2004 – Church House, Westminster, London
1.15 to 2.00 pm

Note: These minutes will be submitted to the 2005 AGM for approval.

Action by

[1] Special Presentation

- 1.1 **Hans Singer** was presented with a special award by Simon Maxwell, DSA President, in recognition of his major contributions to Development Economics and Development Studies over a career spanning 70 years. Hans (himself a former DSA President) was introduced to conference participants and made a short and robust speech in accepting the award.

[2] Attendance

- 2.1 **Present:** 80 members of the Association were present including Simon Maxwell (Chair – President) and Michael Tribe (Secretary).

[3] Apologies for Absence

- 3.1 Apologies for absence had been received from Elisabeth Wilson (Treasurer).

[4] Approval of Minutes

- 4.1 The minutes of the AGM held at the University of Strathclyde on Thursday 11th September 2003 had been circulated. There were matters arising, and the minutes were approved.

[5] Annual Report and President's Report

- 5.1 Simon Maxwell presented two written reports which had been circulated – the first being a formal report for the period February 2003 to January 2004, and the second being a less formal report covering the period since the AGM in September 2003. Both reports have been made available on the DSA website. The financial accounts for the period February 2003 to January 2004 were approved. The Annual Report would be the basis for the annual DSA report to the Charity Commissioners.
- 5.2 The Accounts for the period February 2003 to January 2004, which were attached to the DSA Annual Report were accepted by the AGM.

**DSA
Secretary
and
Administrator**

[6] Retiring members of DSA Council

6.1 Thanks were extended to Hazel Burke, who served the DSA as Administrator during a critical two-year transitional period – good wishes were expressed for success in her new post in the University of Manchester. Armando Barrientos was thanked for his major contribution as DSA Treasurer and Membership Secretary over a two year period. Thanks were given to the retiring members of the DSA Council – Helen O’Neill and Eddie Allison, and to Sally Gainsbury and Barbara Brubacher (who had both resigned for personal reasons during the previous few months). On the completion of their current terms of office Ruth Pearson and Tim Shaw had indicated that they were prepared to stand for election for an additional period.

[7] Elections

7.1 There had been consultations within the DSA Council, and circular electronic messages to all DSA members, concerning the 2004 elections. These had related to a) the vacancy for the DSA President, b) the vacancy for the DSA Treasurer, and c) five (which became six) vacancies for members of Council. Included with the notice and agenda for this AGM had been a description of the system for postal elections devised by the DSA Officers. The DSA Hon Secretary had circulated a report on the outcomes from the elections process which had taken place before the day of the 2004 conference. Both the notice for postal elections, and the report on elections, are attached to these minutes.

7.2 For the Presidency the DSA Council had proposed that Simon Maxwell’s term of office should be extended by one year (to the 2005 AGM) due to the problem associated with the limited time for consultation during the one-day conference format in 2004. There had been no objection to this proposal, and some complimentary responses had been received in support of the proposal. AGM accepted the proposal without dissent.

7.3 For the Treasurer, the call for nominations had resulted in one proposal for Elisabeth Wilson, and the AGM formally approved her election.

7.4 There had been nominations for membership of Council for Tom Allen, Vincent Durac, Barbara Harriss-White, Lawrence Haddad, Ruth Pearson, Brian Pratt and Tim Shaw. In the light of the DSA’s efforts over a long period to develop closer connections with BOND it had been suggested (in the elections report circulated to all DSA members) that Tom Allen should be co-opted to Council, leaving six candidates to fill six vacancies – and the proposal was that the precise length of the term to be served by each of the six should be resolved at the first meeting of the new Council. These proposals were accepted by the AGM without dissent.

7.5 The place for the Research Students’ Study Group convenor would be settled by discussion after the conference, and before the first meeting of the new Council.

7.6 The Hon Secretary committed the DSA Council to a review of the Constitution in the light of the agreed outcomes from the 2004 Election process, with proposals circulated for discussion well in advance of the 2005 AGM.

**Study
Group
Coordinat
or**

[8] 2004 Conference and AGM

- 8.1 The President reported that the 2005 DSA Conference would be a three-day event from 7th to 9th September run by the Open University in Milton Keynes. Hazel Johnson, Jacqueline Eisenstadt and a team of other people were already well-advanced with preparations. Publicity was already on the DSA Website. The AGM would be included within the timetable for the conference.

President

[9] Any Other Business

- 9.1 There were questions from the floor on the following issues:
a) Benchmarking; b) The involvement of students in the DSA's decision-making process; c) The involvement of developing country nationals and institutions in the DSA's activities; d) The new DFID Research Strategy; and e) Keeping up the momentum with large and successful conferences.

**DSA
Council**

Copies of documents circulated at the AGM are available from Frances Hill – admin@devstud.org.uk – or from the DSA Website www.devstud.org.uk
Agenda for the DSA AGM on 6th November 2004
Minutes of the DSA AGM on 11th September 2003
Report on the DSA elections – October 2004
DSA Annual Report and Accounts for the period 1st February 2003 to 31st January 2004
DSA President's Report – November 2004
DSA (audited) Financial Statements for the period ended 31st January 2004
DSA Constitution – as amended at the 2002 AGM

The membership of the DSA Council following the elections at the 2003 AGM was as follows:

Post	Incumbent	Elected Next Election	
President	Simon Maxwell, ODI	2001	2004
Secretary	Michael Tribe, University of Bradford	2002	2005
Treasurer	Armando Barrientos, University of Manchester	2003	2004
Elected Members			
	Eddie Allison, University of East Anglia	2002	2004
	Tim Shaw, Inst of Commonwealth Studies	2002	2004
	Ruth Pearson, University of Leeds	2001	2004
	Helen O'Neill, University of Dublin	2001	2004
(JID)	Hazel Johnson, Open University	2002	2005
	Allister McGregor, University of Bath	2002	2005
	Andrew Sumner, University of East London	2002	2005
	Sam (Cecile) Jackson, Univ of East Anglia	2003	
	John Morton, University of Greenwich	2003	
	Julius Court, ODI	2003	
	Barbara Brubacher, INTRAC	2003	
	Sally Gainsbury, IDS, Sussex	2003	
Co-opted Members		Date Co-opted	
Co-opted Member(EADI)	Kenneth King, Univ of Edinburgh	2002	
Co-opted Member (DFID)	Paul Spray	2001	
Co-opted Member (Res Stu)	Maxwell Adea, S. Bank University	2001	
Co-opted Member (CDSC)	Colin Kirkpatrick, University of Manchester	2002	
Co-opted Member (Brit Cncl)	Jack Eldon	2003	
Organiser of 2003 Conference	Mozammel Huq, University of Strathclyde		
Organiser of 2004 Conference			
Ex-officio – Administrator –	Hazel Burke, University of Manchester	appointed May 2002	

The membership of the DSA Council following the elections at the 2004 AGM was as follows:

Post	Incumbent	Elected	Next Election
President	Simon Maxwell, ODI	2001	2004
Secretary	Michael Tribe, University of Bradford	2002	2005
Treasurer	Elisabeth Wilson, University of Manchester	2004	2007

Elected Members

(JID)	Hazel Johnson, Open University	2002	2005
	Allister McGregor, University of Bath	2002	2005
	Andrew Sumner, University of East London	2002	2005
	Julius Court, ODI	2003	2006
	Sam (Cecile) Jackson, Univ of East Anglia	2003	2006
	John Morton, University of Greenwich	2003	2006
	Vincent Durac, CDS, Univ College Dublin	2004	
	Lawrence Haddad, IDS, Univ of Sussex	2004	
	Barbara Harriss-White, QEH, Univ of Oxford	2004	
	Ruth Pearson, University of Leeds	2004	
	Brian Pratt, INTRAC	2004	
	Tim Shaw, Inst of Commonwealth Studies	2004	

Co-opted Members		Date Co-opted
Co-opted Member(EADI)	Kenneth King, Univ of Edinburgh	2002
Co-opted Member (DFID)	Tracy Tasker	2004
Co-opted Member (Res Stu)	Joseph Assan, University of Liverpool	2003
Co-opted Member (BOND)	Tom Allen	2004
Co-opted Member (Brit Cncl)	Jack Eldon	2003
Co-opted Member (ESRC)	Ros Rouse	2004

Organiser of 2004 Conference ODI / Julius Court/Simon Maxwell
 Organiser of 2005 Conference Open University / Hazel Johnson / Jacqueline Eisenstadt

Ex-officio – Administrator – Frances Hill appointed April 2004

Attach – Agenda for AGM, including notice of Elections
 Report on Elections

DEVELOPMENT STUDIES ASSOCIATION

NOTICE OF ANNUAL GENERAL MEETING – SATURDAY 6TH NOVEMBER 2004

CHURCH HOUSE, LONDON

1.15 – 2.00 pm

AGENDA

- 1) **Apologies for Absence**
- 2) **Minutes of the AGM, Thursday 11th September 2003, University of Strathclyde**

(Copies of the Minutes are available from the DSA Website, and some photocopies will be available at the AGM)

- 3) **Matters arising from the Minutes**
- 4) **President's Report** – including Treasurer's Report, Secretary's Report, Study Group Convenor's Report and Journal of International Development Report

Note that due to the limited amount of time which is available for the AGM a consolidated report covering agenda item 4 will be prepared before the Conference/AGM. This report will be available from the DSA Website in advance, and some printed copies will be available at conference Registration, and at the AGM.

- 5) **Any Other Business**
- 6) **Elections**

For the 2004 DSA elections it has been decided through consultations between the officers that a postal voting system will be adopted. In part this reflects the limited amount of time during the conference on 6th November, but more significantly – because of the limited amount of space available at Church House – quite a number of members who are regular conference participants will not be able to attend, and so would be disenfranchised.

1) Attached to this AGM Agenda are three nomination papers – for Council Members, for the Treasurer, and for the President. We have decided upon a deadline of **Friday 15th October 2004** for the receipt of nomination papers by the Administrator, Frances Hill, by post or by fax. All those nominating candidates for the elections must be current members of the DSA.

2) If you are coming to the conference, and expect to be present at the AGM, you can vote in person using the same two-envelope system which is explained below.

3) Voting papers will be circulated through the same Bulletin emailing list as this Agenda on **Monday 18th October 2004**, and postal votes must be received by the Administrator by **Friday 29th October 2004**.

4) The **two-envelope system** which will be used for these elections will work as follows. DSA members will indicate their votes on the prepared papers which are to be circulated by email. The voting papers should be placed within a sealed blank envelope. This sealed blank envelope should then be placed within another sealed envelope which should contain a) the sealed envelope containing your vote(s) (i.e. potentially for Council members, a Treasurer and a President); b) a piece of paper

on which your name and address has been written. The whole thing should then be sent to the DSA Administrator by first class post.

5) The Administrator will open the outer envelope and check off the voter's name and address against a list of current DSA members, after which the sealed envelope will be set aside for opening and counting after the end of the AGM on 6th November.

6) Members present and voting at the AGM on 6th November will also be asked to vote using the same two envelope system. After the voting envelopes have been collected the voters' names will be checked off by the election scrutineers (appointed at the AGM) against the same current list of members mentioned above, and all of the envelopes containing the votes will then be opened and the votes will be counted.

7) We expect that the results of the election will be available before the end of the conference on November 6th.

Summary of "Postal Voting" system

Please note that all voters, candidates and nominators will be checked in order to verify that they are current paid-up members of the DSA. This will be done through the use of the "two-envelope system" at Steps 2, 3

Step 1 – Call for Nominations circulated through "DSA Bulletin" emailing list – Friday 1st October

Step 2 – Deadline for receipt of nominations by Frances Hill – Friday 15th October

Step 2 – Voting Papers circulated through "DSA Bulletin" emailing list – Monday 18th October

Step 3 – Deadline for receipt of postal votes by Frances Hill – Friday 29th October

(At this stage the membership of voters will be checked, but the voting envelopes containing the votes will not be opened until after Step 4 is complete)

Step 4 – Further "postal" voting at the AGM on Saturday 6th November

Step 5 – Counting of all votes cast by the scrutineers followed by announcement of results – Saturday 6th November

Further information about the elections, and the nomination forms follow.

The membership of the DSA Council as at 6th November 2004 is as follows:

Post	Incumbent	Elected	Next Election
President	Simon Maxwell, Overseas Development Institute	2001	2004
Secretary	Michael Tribe, University of Bradford	2002	2005
Treasurer	Elisabeth Wilson, University of Manchester	co-opted 2004	
<u>Retiring Members</u>			
Eddie Allison		2002	2004
Helen O'Neill, CDS, UCDublin		2001	2004
Ruth Pearson, CDS, Leeds		2001	2004
Tim Shaw		2002	2004
<u>Continuing Members</u>			
Hazel Johnson, Open University	(JID)	2002	2005
Allister McGregor, University of Bath		2002	2005
Andrew Sumner, University of East London		2002	2005
Sam (Cecile) Jackson, Univ of East Anglia		2003	2006
John Morton, University of Greenwich		2003	2006
Julius Court, ODI		2003	2006
Barbara Brubacher, INTRAC		2003	2006
Sally Gainsbury, IDS, Sussex (resigned 08/04)		2003	
<u>Co-opted Members</u>		<u>Date Co-opted</u>	
EADI	Kenneth King, Univ of Edinburgh	June 2002	
DFID	Paul Spray (resigned 05/04)	September 2001	
	Tracy Tasker	May 2004	
Research Students	Joseph Assan	September 2003	
CDSC	Colin Kirkpatrick (demitted 04/04)	June 2002	
British Council	Jack Eldon	September 2003	
ESRC	Ros Rouse	June 2004	
<u>Ex-Officio</u>	Frances Hill, Administrator	appointed April 2004	
Organiser of 2003 Conference	Mozammel Huq, University of Strathclyde		
Organiser of 2004 Conference	Vacant / Julius Court, Simon Maxwell and team		

The DSA Constitution provides for the “standing down” of four members of Council each year. At the time of the 2004 AGM, in principle, we need the election of four regular members of Council on the constitutional basis, and one additional member to replace Sally Gainsbury. Four of those elected will serve until 2007, and one will serve only for one year (in order to normalise the situation – Sally was effectively “replacing” for two years, of which she served one). We therefore call for nominations to fill these five vacancies. Of the retiring members Helen O’Neill has indicated that she does not wish to stand for re-election. Eddie Allison, Ruth Pearson and Tim Shaw are eligible for re-election.

Since September 2003 Armando Barrientos has been replaced by Elisabeth Wilson as DSA Treasurer, and the AGM will wish to confirm this replacement.

Simon Maxwell’s term of office as President comes to an end at the 2004 AGM, so that the elections process has to resolve the issue of a replacement.

The DSA Constitution provides for no more than five co-opted members of Council, and at the time of the AGM all five places are filled.

It is necessary for the AGM to approve the Council's appointment of an independent examiner of the DSA's Finances.

Michael Tribe
Hon Secretary DSA

23rd September 2004

DSA COUNCIL ELECTIONS – 2004

NOMINATION FORM

I would like to nominate(name)
of(organisation)
for election to the DSA Council for the term of 2004 – 2007.

Nominated by(name)
.....(signature)

Seconded by(name)
.....(signature)

Please note that all DSA Council members, proposers and seconders need to be current members of the DSA.

I hereby agree to be nominated for election to the DSA Council:
.....(signature)

Please return the completed nomination form to the DSA Administrator:

Frances Hill
Development Studies Association
P O Box 108, Bideford
Devon EX39 6HH
Fax: 01288 331360

To be received by the DSA Administrator before noon on Friday 15th October 2004.

DSA ELECTIONS – 2004

NOMINATION FORM

Nomination for Treasurer:

I would like to nominate(name)

of(organisation)

for election to the above position in the DSA for the term of 2004 – 2007.

Nominated by(name)

.....(signature)

Seconded by(name)

.....(signature)

Please note that all DSA Council members, proposers and seconders need to be current members of the DSA.

I hereby agree to be nominated for election to the position in the DSA indicated above:

.....(signature)

Please return the completed nomination form to the DSA Administrator:

Frances Hill
Development Studies Association
P O Box 108, Bideford
Devon EX39 6HH
Fax: 01288 331360

To be received by the DSA Administrator before noon on Friday 15th October 2004.

DSA ELECTIONS – 2004

NOMINATION FORM

Nomination for President:

I would like to nominate(name)

of(organisation)

for election to the above position in the DSA for the term of 2004 – 2007.

Nominated by(name)

.....(signature)

Seconded by(name)

.....(signature)

Please note that all DSA Council members, proposers and seconders need to be current members of the DSA.

I hereby agree to be nominated for election to the position in the DSA indicated above:

.....(signature)

Please return the completed nomination form to the DSA Administrator:

Frances Hill
Development Studies Association
P O Box 108, Bideford
Devon EX39 6HH
Fax: 01288 331360

To be received by the DSA Administrator before noon on Friday 15th October 2004.

Report on the DSA Elections – October 2004

Following careful consultations with members of the DSA Council two innovations to the DSA elections process were introduced this year, principally because of the limited amount of time available for the AGM (and lunch) during the one-day annual conference which will take place on Saturday 6th November 2004.

The first of these relates to the introduction of a “postal voting system” for the elections, with nominations due to be received by the DSA Administrator, Frances Hill, by last Friday – 15th October. At the end of the day on Friday we had received 7 nominations for six places (in addition to the vacancies which were known about earlier, Barbara Brubacher informed us of her decision to resign after one year of her three-year term as a Council member due to her relocation to the Netherlands).

The details of the nominations for election to the DSA Council follow:

Nominee	Proposer	Secunder
Barbara Harriss-White, Queen Elizabeth House, University of Oxford	Allister McGregor, Centre for Development Studies, University of Bath	James Copestake, Centre for Development Studies, University of Bath
Lawrence Haddad, Institute for Development Studies at the University of Sussex	Simon Maxwell, Overseas Development Institute	Stephanie Barrientos, Institute for Development Studies at the University of Sussex
Tim Shaw, Institute of Commonwealth Studies, University of London	Richard Crook, Institute of Commonwealth Studies, University of London	Jo Beall, Development Studies Institute (DESTIN), London School of Economics
Brian Pratt, International NGO Training and Research Centre (INTRAC)	Barbara Brubacher, International NGO Training and Research Centre (INTRAC)	Frances Hill, Development Studies Association
Vincent Durac, Centre for Development Studies, University College Dublin	Majde Bne Saad, Centre for Development Studies, University College Dublin	Helen O’Neill, Centre for Development Studies, University College Dublin
Ruth Pearson, Institute for Politics and International Studies, University of Leeds	Michael Tribe, Bradford Centre for International Development, University of Bradford	Gordon Crawford, Institute for Politics and International Studies, University of Leeds
Tom Allen , British Overseas NGOs for Development (BOND)	Howard Mollett, British Overseas NGOs for Development (BOND)	Dragan Nastic, British Overseas NGOs for Development (BOND)

There have now been further discussions between the DSA Officers, particularly in the light of the pressure which Frances Hill is currently under for the organisation of the Annual Conference and other things that she is involved in. The Officers are also mindful of the positive comments which have been received about the innovations introduced this year. We have also taken into account some precedents in the conduct of elections in recent years.

We therefore:

a) Propose that the BOND nomination should be the basis for an invitation for Tom Allen to join the DSA Council after the AGM in a co-opted place (with provision for an alternate). Although there is, strictly speaking, currently no provision for this place in the constitution, the proposal takes account of i) the long term commitment the DSA has for better relations with British Overseas NGOs (and with BOND in particular), and ii) a further commitment to consider amending the DSA Constitution appropriately (following further consultations) at the 2005 AGM.

b) Having regard to the fact that we are then left with 6 nominations for 6 vacancies on the DSA Council, and the only remaining issues are to decide who would take the 4 full three-year term vacancies, who would take the two-year vacancy to replace Barbara Brubacher, and who would take the one-year vacancy to replace Sally Gainsbury. We feel that it would be inappropriate to run a full postal election simply to decide these remaining issues. We therefore propose that the Council election process should be regarded as complete for this year, and that the remaining 6 nominees should be declared elected.

For the formal election of a DSA Treasurer we have the following nomination:

Nominee	Proposer	Second
Elisabeth Wilson, Institute for Development Policy and Management (IDPM), University of Manchester	Armando Barrientos, Institute for Development Policy and Management (IDPM), University of Manchester	Julius Court, Overseas Development Institute

Elisabeth Wilson can therefore be declared as elected for a three-year term with effect from the time of the AGM on 6th November 2004.

For the formal election of a DSA President, a joint nomination from the DSA Council has been circulated to all members electronically to the effect that Simon Maxwell's term of office should be extended by one year until the AGM in September 2005. There have been no other nominations, and no further representations have been made on this issue.

Simon Maxwell therefore has his term of office as President of the DSA extended by one year with effect from the AGM on 6th November 2004.

These proposals will all be put to the AGM of the DSA on 6th November 2004.

Michael Tribe
Honorary Secretary DSA
18th October 2004