

Annual General Meeting Procedure

This document sets out the necessary procedures in sequence for the successful running of an Annual General Meeting (AGM) from initial preparation through to final completion. This document must be taken as a guide especially with respect to the recommended timings of each event and not construed as a hard and fast set of rules. The circumstances surrounding an AGM may change from year to year so these guidelines must be allowed to be flexible according to the dictates of the residing committee at the time, who will always be expected to do their best but will always be allowed to alter timings to suit the availability of those actually running the event.

During the week before the August Monthly Meeting	Letters and emails to be sent to all members notifying everybody of the AGM on the second Wednesday in October. These missives to include instructions on submitting resolutions to the secretary for inclusion on the AGM agenda and for nominating (and seconding) potential candidates for the committee. Forms will be included. Group leaders to be notified that their contributions to the Annual Report are required.
August Monthly Meeting	The constitution calls for an AGM every year and for all members to be notified and to be given at least twenty-one days notice. An announcement at the August meeting gives over sixty days notice. Nomination and Resolution Forms will be available.
September Monthly Meeting	Resolutions and nominations to be collected. Forms will be available. Chairman to explain that the constitution requires these forms to be in the hands of the secretary a month prior to the AGM during which time the agenda will be drawn up and circulated and the nomination forms will be processed. Chairman to announce that therefore submissions to the secretary must all be in by the end of the meeting.
First Week in October	The agenda, including details of any resolutions, any details of changes to the constitution and the Annual Report to be sent to all members. If there are more than ten nominations for the committee then voting is going to be required so include names of committee nominees with the agenda.

October Annual General Meeting – Agenda

1. The Secretary and/or the Chairman opens the meeting and establishes whether or not there is a quorum. A secretary takes notes.
2. Minutes of the previous AGM
 - Proposed
 - Seconded
3. Annual Report October last year - September this year (including Groups)
 - Questions
4. End of Year Accounts 1st March - End of February
 - Questions
5. Acceptance of accounts
 - Proposed
 - Seconded
6. To approve the appointment/continued appointment of an examiner of the accounts.
 - Proposed
 - Seconded
7. Resignation of Current Committee Members
8. Nominations and Election of Officers and Committee Members
9. Approval will be sought from the membership for the appointment of up to 10 officers and executive committee members.
10. Constitution Amendments
 - List changes and explain reasons.
11. Close of AGM