



## AGM Guidelines

### What is an AGM?

Every club/society needs to hold an AGM every year to which all members of the sports/society should be invited.

The meeting should be arranged by the Club Captain/Communications Officer and should include the following:

- Welcome & Apologises
- The minutes (recorded notes) of the previous AGM
- A summary of the Sport/society's year
- An review of current committee roles
- Choose a Charity for next year
- The election of the new committee for the following academic year.

Elected Committee  
Members start at the end  
of the term (July 2018).

### AGM Timeline

- 1) **2-3 week before** – Choose a time, day and venue and book your room with Alice/Claire via a Room Booking form in the SU.
- 2) **2 weeks before** – When you have received confirmation of the room booking you must publicise the AGM at least 2 weeks before. The AGM must be added as an event on your SU page.
- 3) **1 week before** – Send an email to all members about the AGM and attach the following documents. It's important the AGM is not shared just on facebook.
  - Agenda
  - Minutes from 2016-17
- 4) **AGM** - Hold your AGM and your Communications Officer will take the minutes and record the number of votes. Quota (the number it takes for the meeting decisions to be valid) is 50% + 1 of your membership. If your meeting is not quorate, then you must set a new date for your AGM. The meeting should be chaired by the outgoing President/Club Captain.
- 5) **1 week after** – Minutes should be completed and uploaded on the SU website under resources and emailed to [csuactivities@chester.ac.uk](mailto:csuactivities@chester.ac.uk). Please submit the committee for 2018-19 at the following link:-

<https://goo.gl/forms/VoctvOsVzfXMaicz1>

All paid members can stand for a committee position.

## How to elect a new committee?

- **Nominations** - Those who wish to run should have already informed the current committee via email of their intention, however there should also be a window on the day for people to nominate themselves.
- **Candidate Speeches** - At the AGM, you should give candidates the opportunity to outline a bit about themselves, why they want the position and what their aims and plans will be if they get elected. You can also allow members to ask the candidates questions.
- **Voting** - Voting should be conducted by secret ballot. This involves anonymously filling in a ballot paper and placing it in a ballot box before being counted. Once the voting is finished someone that does not have an interest in the outcome of the election should count the votes with the Communications Officer and current Club Captain/President announce the winner. You should always give the option to Re-open nominations (RON) if they do not think any of the candidates for the position are suitable.

Life Members and Coaches can attend the meeting but only have speaking rights.

- **Proxy Voting** – If a student can't make the AGM then they can send apologies in writing via email to the Communications Officer and Club Captain/President. If they would like to vote on the evening this can be arranged via the Club Captain/President and Communications Officer.

If you need support running an election contact the Activities Team.