

# Annual General Meeting Admin Procedure and Timetable

## **NOTIFICATION OF AGM**

- Send – give at least 21 days notice.
- Ask for nominations for Vacancies in writing on supplied form to be sent to Secretary - Give closing date for this.
- Ask for topics to be considered for inclusion on the Agenda to be sent to Secretary - Give closing date for this.

## **AGENDA**

- Issue - 14 days before AGM date with Annual Report and Financial Accounts (if available)
- Agenda – to include any nominations for Trustees
- Agenda – to include any proposals Trustees wish to put to members
- Agenda – to include any topics raised by members that Trustees deem suitable for AGM

## **MEETING**

### Nominations

- Nominations received by closing date for officers/posts/general Trustees - issue names with Agenda.
- Multiple nominations for named officer/post vacancy - advise as soon as nominations close that require pen picture stating what they can bring to role. Issue with Agenda.
- No advance nominations - invite from floor – may have to co-opt to meet eligibility criteria.

### Questions

- To be invited after each of the Agenda Reports.
- Straight forward- answer but if needing further thought or research then Secretary to advise that the Trustees will consider at next suitable meeting and reply in writing.

### AOB

- Only questions requiring yes or no answers on matter of facts, unless notified in writing beforehand by the closing date (Monday before the AGM) are likely to be answered. Procedure and closing date to be advised when sending Agenda.
- Any other items raised will need to be carried forward to the next suitable Trustee Meeting for consideration and responses issued as and when necessary.
- Any such carried forward item – including those given in advance - that the Trustees consider requires to be put to a meeting of the membership will result in a Special General Meeting being called.

**Agreed by Trustees: 4/4/2018**