




Totton & Eling Community Association Annual General Meeting (AGM) Procedure

1. Annual General Meeting (AGM) Procedure

Version	Action	Date	Signed
Version 07	Issued Spelling mistake corrected from V 06.	09/03/23	 C D Compton
	Authorised		

2. Introduction

- a. An AGM of the Totton and Eling Community Association (the CA) is held each year in mid-July.
- b. The AGM is a special form of Management Committee Meeting and will be run according to the Management Committee Procedure.

3. Precedence

- a. This document is based on the Totton & Eling Community Association Constitution.
- b. The AGM must be read in accordance with the Constitution.
- c. If any variation from the Constitution is found in this document, the Constitution takes precedence.

4. The purpose of the AGM

- a. The purpose of the AGM is to allow CA members to hear reports from the Committee on the achievements and work of your group over the year.
- b. To elect the 'Office Bearer' positions for the next year. Note that the term 'Office Bearer' covers any holder of any office within the Community Association.
- c. To make any required changes to the constitution.

5. Preparation for an AGM

- a. In preparation for the AGM the follow needs to be completed prior to giving notice of the AGM,
 - i. The AGM Calling Notice must be given to all members at least 21 days before the AGM. Notice must be sent to all members by email or letter. Notice must also be given on posters, clearly displayed in the Totton & Eling Community Centre and passed to the Totton & Eling Town Council for display on town notice boards.
 - ii. If changes to the Constitution are being proposed these must be submitted to all members 28 days before the AGM.
 - iii. The Calling Notice must include,
 - the agenda,
 - the date, time and duration of the meeting,
 - the venue.



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- annual update to the Health & Safety Report, (See Health and Safety Policy)
- annual Association accounts & independent examiners report
- iv. Evidence that the following have been completed (or an explanation of the current state) must be shown on the agenda,
 - all documents (Practices & Procedures) reviewed and up to date,
 - staff appraisals have been completed,
 - staff DBS checks are up to date,
 - staff first aid training is up to date,
 - CA insurances are reviewed and up to date.
- v. All nominations for Trustee, Management Committee member and other 'Office Bearer' positions must be listed on the agenda for re-election.
- vi. Each CA Trustee must provide an annual 'declaration of interests' that covers any interests that may have relevance to the operation of the CA.

6. Elections

- a. Not all 'Office Bearers' are elected at the AGM. The Chair and Vice Chair are elected at the first Management Committee Meeting. See <http://www.compark.co.uk/taeca/documents/ManagementCommitteeProcedure.pdf> paragraph 6.
- b. The CA will normally have a Secretary and Treasurer but may also have other Office Bearers, as deemed appropriate by the Management Committee.
- c. Normally the nominations will be for the existing position holders who continue in those positions, in which case it is acceptable to take a vote for a list of position holders and to only vote on individuals should that be necessary.
- d. Nominations for these positions may be accepted at the AGM on condition that they have a proposer and seconder.

7. Venue, date and time

- a. Set a date and time, for the AGM,
- b. Book a meeting room, which must be 'accessible' to all your members.
- c. Ensure that the room will be big enough to accommodate the expected number of people.

8. Agenda Contents

- a. Your agenda should include all relevant items including,
 - i. Apologies for absence
 - ii. Minutes of the previous AGM
 - iii. Declaration of Interests



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- iv. Chair's report
- v. Annual Report of the Management Committee
- vi. Centre Administrators' report
- vii. Financial report & accounts prior to their submission to the Charity Commission.
- viii. Appointment of auditor
- ix. Health & Safety Report
- x. Resignations of Office Bearers & Management Committee Members
- xi. Election of committee – list of all proposed Trustees, Office Bearers and Management Committee Members.

9. Minutes

- a. The minutes of the meeting must be recorded by a Centre Administrator or nominated person. It is particularly important to have clear records of the elections and any changes to the constitution.
- b. Prepare required materials in advance.
- c. Record the names and contact details of people attending the meeting.
- d. Ensure the minutes show who was nominated, the proposer and seconder for each Committee Member candidate, the number of votes each person received, and who was elected for each post.

10. AGM Quorum

- a. Twenty-five members with power to vote or one third of the members with power to vote, whichever is less, shall form a quorum.
- b. Without a quorum the meeting shall be postponed for 14 days. At the second meeting those members with power to vote present at that meeting shall be deemed to form a quorum.

11. Members Rights

- a. All Members (who have paid a current subscription) have the right to attend the Annual General Meeting (and all other general meetings) and have important powers under the organisation's constitution. In particular, the Members elect the Trustees, Office Bearer positions and the Management Committee and may take decisions in relation to changes to the constitution itself.
- b. Non-voting members of the public may attend the AGM but must sit in the area designated for non-members.

12. Other things to consider.

- a. Ensure that members intending to vote at the AGM have paid their subscription. People who have not paid their subscription can attend as non-members and may not vote.
- b. Try to make the meeting enjoyable – think about making the business brief followed by a social with wine or refreshments.



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- c. Have someone welcoming people at the door.
- d. Introduce the present Committee.
- e. Think about providing a crèche or organising babysitters.
- f. It may encourage people to come if you offer to pick them up or meet them outside.
- g. Use a PA system if required.