

Society How To Guide

Running an AGM (Annual General Meeting)

What is an AGM

Each Society is required to hold an annual AGM to elect a committee. An AGM is where the membership of the Society is able to democratically vote in it's committee members for the following year. This is also a time for the existing committee to report to the Society what they have done in the past year, select the membership fee for the following year and give your membership the chance to hold the committee accountable for the societies actions. You should hold you AGM in February, this does not mean the new committee comes into post then, but in our experience it is the best time to ensure everyone is around to be part of the AGM and get quoracy.

AGM Checklist:

More information on each point can be found below.

Organising the AGM:

- Decide on a date in February
- Decide if you want to run your AGM online or not
- Notify The Students' Union if you would like us to book a room for your AGM or set up an online AGM
- Notify your members of the date as well as the available positions
- Decide who will chair the AGM
- Send out an agenda of the AGM to all members

During the AGM:

- Make sure only current members attend the AGM
- Make sure everyone attending signs in to a sign in sheet
- Take minutes of the meeting
- Allow each candidate to present their manifesto
- Take the votes either by raising hands (candidates must leave the room prior), or by ballot paper
- Members have the option of voting for No Suitable Candidate if they feel the candidate(s) are not suitable.
- For the AGM to be valid, 25% +1 of the membership must vote

Post AGM:

- New committee: complete this online form and let us know the full details of the elected committee. This can be found [here](#).
- Send us the Minutes and Sign In Sheet.
- Get the new Committee to book in a Development Meeting with suopportunities@uwe.ac.uk or sucommunity@uwe.ac.uk

Notification of the AGM

You must give adequate notification of your AGM through the following process:

- The current Committee should decide a date to hold the AGM (typically in February)
- When you have the date set you need to:
 - Notify The Students' Union who can help book a room. **(at least one week before the AGM)**
 - Notify the entire membership of the Society. **(at least one week before the AGM)**
- When you notify the Society of the AGM you should also notify the members of the positions they can stand for in the AGM. It is advisable you send a short description of what each role is when you send out that notification.
- You should also send out an agenda for the Meeting. You can see an agenda template [here](#).

Why should you stand in an AGM?

You might be asked why you would stand for a position on the Committee, hopefully you will be able to use your experience to let them know however below are a few points that would help to persuade them:

- It looks great on your CV
- You will meet new people
- You can improve or change things within your club/society
- You will have opportunities to organise and attend first aid training, minibus training and various other forms of training
- You'll have access to The Students' Union at UWE Committee and The Students' Union at UWE Council meetings where you can make real changes at UWE
- It will appear on your Higher Education Achievement Report

We would also recommend that when you notify the membership of an AGM you include this information as well.

Admin for the AGM

As the committee there are certain administration tasks that you must ensure are undertaken and followed:

- Only current society members can vote. (A list can be obtained through your membership admin or by your societies coordinator) You must register these members with a sign in sheet – available [here](#).
- You must minute this meeting (normally the current secretary/VP) – a template can be found [here](#).
- Both of these forms must be sent to The Students' Union ASAP after the AGM.
- The committee should remain impartial throughout the process and never been seen to publically endorse a candidate. However the committee can still vote.
- As per our Policies and Procedures all societies must have a quoracy of their AGM of 25%+1. Quoracy is the minimum number of people who must vote in an election for it to be valid. (eg. If you have a membership of 40, you must get 11 people (10 +1) to attend and vote in the AGM for the AGM to be valid.

Voting in the AGM

It's vitally important that voting in an AGM is done transparently and in line with our Union Policies and Procedures:

- Someone must chair the AGM, (typically the current president). They will position by position go through and ask for candidates for the positions.
- The Chair must ensure that only current signed up members vote.
- Candidates must be current members also.
- Each candidate should have a couple of minutes to demonstrate to the electorate why they should be elected. If the candidate is unable to attend the chair can read out a short pre-scripted talk or perhaps show a short video.
- The candidate(s) should leave the room whilst the voting is taking place unless you use ballot papers.
- The voting can be done via raising of a hand, each person has one vote each. The votes should be counted by the Chair of the AGM and recorded in the minutes by the secretary of the meeting.
- If you wish for the meeting to be done via ballot paper a template can be found [here](#).
- Quoracy for AGM is 25% + 1 of the membership.
- Each Candidate runs against No Suitable Candidate, which means they have the option of voting for NSC if they feel the candidate(s) are not suitable.
- If you do not have quoracy for the AGM you must hold the AGM again, in the same place, at the same time, in 7 days' time. All other rules still apply but there are no quoracy requirements.

Online AGM

You can run your AGM online. The same rules apply but it is all online and accessible for all.

It is the Society Committees decision to hold an online decision; online AGM's are more accessible and can be done remotely however they can sometimes be harder to actually get people to vote and don't act as a point of contact for members to speak to the committee.

However if you wish to hold an Online AGM you can. Instead of hold the AGM in a room, it is held on your Society Webpage, much like The Leadership Race Elections for the Officers of The Students' Union. To hold an Online AGM you need to:

- Notify your Societies Coordinator that you would like to hold an Online AGM.
- Notify your membership that you are holding an Online AGM. You must also tell them the positions being elected and give them an opportunity to stand for election.
- When you do so and given the membership chance to let you know if they wish to stand you should let your Societies Coordinator know:
 - The Positions that you would like to be elected.
 - The members that wish to stand for each position. For each candidate you must also tell us there:
 - Student Number
 - And if they wish a short paragraph on why they wish to stand to be that candidate.
 - The dates you would like to run the election for online. (Typically 5 days)
- The Coordinator will then set up the Online Election and give the membership chance to vote.
- You should also notify the membership when you do this and encourage them to vote. The quoracy requirements still stand as with the Physical Election.
- The same rules apply as a Physical Election such as the committee should remain impartial throughout the process and never been seen to publically endorse a candidate. However the committee can still vote.
- When the voting has closed, the Coordinator will notify you of the results. It is then up to you to notify the society of those who have been successfully elected.

Post AGM

After an AGM and an online AGM you must ensure you also complete the following:

- The new Committee must complete this online form and let us know the full details of [here](#).
- Send us the Minutes and Sign In Sheet.
- Get the new Committee to book in a Development Meeting with suopportunities@uwe.ac.uk or sucommunity@uwe.ac.uk More details on your Development Meeting and Handover can be found in the 'Society How To Guide – Handover'