

### What is the purpose of an AGM?

- To allow your members to hear reports from the committee on the activities and achievements of the U3A over the year.
- To accept the annual accounts
- To elect committee members/officers as required
- To make any changes to the constitution
- To agree a change to the membership fee.

### Venue, date and time

- Set the date and time and remember your AGM must be not more than 15 months from the date of the previous AGM
- Book the accommodation
- Consider its accessibility for public transport and car parking facilities
- Consider the accessibility of the room for all members including wheelchair users
- Ensure the room is big enough to accommodate at least the minimum required number (quorum) and preferably more. Remember every member is entitled to attend free of charge.
- Try to have a loud speaker system or accommodation with an induction loop
- Consider organising refreshments – pre and/or post.

### Notice of meeting

- Produce a notice giving details about the AGM to send to all your members as soon as you have confirmed the date and venue. Email is acceptable but request a 'delivered' receipt.
- Include date, time, venue
- Request nominations for any committee vacancies and any motions by a set date, both of which should have a proposer and a seconder.

### Agenda

Prepare a detailed agenda including as much paperwork as possible e.g. statement of accounts if ready, details of motions and candidates for election, previous AGM minutes if not previously circulated, to be sent out to all members in plenty of time for them to read them before the meeting.

The agenda should include

- Apologies for absence
- Minutes of Previous AGM
- Chairman's report
- Financial Report which should include annual income, annual expenditure and year- end balance
- Approve the appointment/continued appointment of an Examiner for the accounts
- Election of Committee
- Consideration of motions which may be a mixture of proposals from the members and from the committee itself.

### Accounts

Ensure the accounts are examined in time to be presented to the AGM.

### Quorum

- Check your constitution so that you know the number of members who have to be at the meeting to make it legal
- Ensure everybody signs in as they turn up
- Ensure you know what you have to do if you are not quorate which should be covered in your constitution.
- If your constitution does not detail this, the normal procedure is that if within half an hour of the appointed start time there is no quorum, the meeting is adjourned to another date and time and at least 21 days notice given to all members. If at the adjourned meeting, a quorum is still not present, the members in attendance shall be the quorum.

**Minutes**

The Hon Secretary will normally minute any decisions made at an AGM but it is a good idea to have somebody else do it as well.

**Voting**

If there is to be an election for a committee post it should be by secret ballot so ensure you have ballot papers with you, ballot boxes and people to count and then a final check by a different person, ideally somebody neutral.

Explain the procedure to be used to the meeting.

Voting on other matters can be by a show of hands and it would be sensible to have a small group of people who will do a count should it be very close or in the event of a constitutional change – make sure you know the required percentage (67 or 75).

**Other tips**

- Try to make the meeting enjoyable
- Have a really good speaker once the AGM is officially closed.
- Have somebody welcoming members at the door
- Introduce the current committee