

## **ANNUAL GENERAL MEETINGS AND ELECTION OF COMMITTEE MEMBERS**

Annual General Meetings (AGMs) are mandatory for all U3As and must be held each year, preferably six to eight weeks after the end of the financial year and no later than twelve weeks. The number of members attending the AGM must be no less than 20% of the total membership. The Chairman or Vice-Chairman will chair the meeting. The purpose of the meeting is to:

- keep members informed of the management of their u3a
- give members a voice and enable them to take part in making decisions
- allow elections of committee members to take place
- enable reporting and acceptance of the financial accounts for that year

The Avu3a committee should ensure our AGMs:

- are informative
- to involve members in decision making
- to ensure members know what has happened during the past year.

Prior to the AGM all members should be informed of the date and time of the meeting and receive an agenda of the meeting, committee nominations, and an annual financial report. Any proposals together with seconders for committee vacancies must be received twenty one days before the AGM. All members will be invited to propose and second members for election one month prior to meeting.

### **The agenda for an AGM**

1. The Chairman will open the meeting and report on the events and any changes that have occurred during the previous year. This may include social events, reports from the groups, new policies and changes in these areas i.e. groups, membership, committee, the laws that govern us all. (Committee members should send a brief report if relevant to the Chairman prior to AGM).
2. The Chairman will introduce the Finance Officer (Treasurer) and ask him to explain the details of the financial report to members.

3. Elections of new committee members will be announced detailing the members name, who proposed them and who seconded them and for which committee position.
  4. Members will be asked to approve each application by a show of hands.
  5. Any objections will also be by a show of hands.
  6. Two committee members will be asked to assist in counting the votes.
  7. Should there be more than one application for a post, the person with the most votes will be elected.
  8. The Chairman will then ask members if they wish to raise any issues relevant to the Avu3a and ask any questions or make any statements.
  9. Minutes must be taken accurately of each stage of the proceedings.
  10. All members are entitled to receive a copy of the AGM minutes and should be sent out after committee approval the following month.
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Date of approval: 6/04/23

Review Date: 2025

Signature of approval: Chris Lowe

Name and position of the person signing:

Chris Lowe                      Chairman

## **AGENDA FOR AGM**

1. Chairman's Report including:
  - Approval of previous years minutes
  - Report on previous years events
  - Changes that have taken place
2. Treasurers Report on previous years finances
3. Vacancies on the committee and proposals and seconders for new committee members
4. Votes from the members by show of hands, and any objections
5. Any questions from members present or/and issues they wish to raise