

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:

- request approval of the documents sent out to members
- allow elections of committee members to take place
- enable reporting and acceptance of the financial accounts for that year
- allow members to raise any issues or ask questions

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 of committee positions. Committee members will not be eligible to propose or second members for election.

Members should receive the following information no later than three weeks prior to the AGM.

Previous years AGM minutes

Agenda for the AGM

Annual Report

Treasurer's annual report

Names of members standing for election and the position on the committee for which they have applied, together with the proposer and seconder.

The agenda for an AGM

1. The Chairman or Vice Chairman will open the meeting and ask members for their acceptance of the papers sent out to them, apart from the Treasurers report which will be requested following his/her verbal report.
2. The Chairman or Vice Chairman will introduce the Finance Officer (Treasurer) and ask him/her to present the details of the financial report to

members. Members will be asked if they have any questions relevant to the report.

3. Members will be asked to approve the report.

4. Elections of new committee members will be announced detailing the members name, who proposed them and who seconded them and for which committee position.

1. Members will be asked to vote for each applicant by a show of hands. The number must be counted and recorded unless there is an obvious majority and no objections.
2. Any objections will also be by a show of hands. The number must be counted and recorded in this case.
3. Two members will be asked to assist in counting the votes.
4. Should there be more than one application for a post, the person with the most votes will be elected.
5. The Chairman or Vice chairman will then ask members if they wish to raise any issues relevant to the Avu3a and ask any questions.
6. Minutes must be taken accurately of each stage of the proceedings.
7. All members are entitled to receive a copy of the AGM minutes and should be sent out after committee approval.

Date of approval: 6th April 2023

Review Date: 2024

Signature of approval: Chris Lowe

Name and position of the person signing:

Chris Lowe Chairman

Reviewed 12th August 2024

Signed: Chris Lowe

Chairman Chris Lowe