

Guidance for hosting virtual AGM's



The following guidance is detailed to support clubs in running their AGM's online.
(Based on Zoom)

AGM's should follow the principles as detailed in their constitutions as much as is practicably possible.

Preparation for AGM

1.	The AGM agenda is set and should be found within constitutions.
2.	All paperwork/emails should be sent out as per the timescales within the club constitution - This should be done through both direct email and also on all club website and social media platforms (clubs should make every effort to ensure that members are receiving the information).
3.	Members should register to attend, so that all the relevant login & meeting details can be issued (this ensures that it is only club members that attend). <ul style="list-style-type: none">- Email the link to your confirmed attendees on the day of your event- State any IT requirements (Laptop/Webcam/Microphone)- Remind attendees that they will need to use their NAME to be allowed entry to the meeting
4.	We would suggest hosting your AGM through a platform which will have the following features: <ul style="list-style-type: none">- All members can register to attend and will be sent a link that only they can use- The software allows for all delegates to be muted and only the speakers can talk and be seen.- Proposals for voting can be pre-loaded and members can cast vote - It is suggested that clubs then share the percentage and the option to record the voting.

Waiting Room - Pre-AGM

5.	Ensure that waiting room is enable on your platform.
6.	Only let in attendees who's name matches the register.
7.	For names that aren't registered then ask the person to change their details and re-log in.
8.	It may be an option to utilise texting for people who may not have registered, but would like to attend.

Online - Pre-AGM

9.	<p>Prior to the start of the AGM the president/secretary should share their screen and take the delegates through the technicalities/voting etc. for engaging in the meeting:</p> <ul style="list-style-type: none"> - Rules for participation. - Show members how to cast their vote. - How to use the chat function. <p>Note: Both Voting and Chat should be tested prior to the start of the AGM to ensure understanding by all delegates and to deal with any technical difficulties.</p> <ul style="list-style-type: none"> - Be clear that the vote will remain open for 1 minute on each proposal to allow the meeting to flow. - Voting rules would still apply as per the club's constitution (this may mean that households with multiple votes – will need separate devices. - State that this will be checked after the meeting to ensure no double voting and the final vote numbers will be confirmed within the minutes.
10.	<p>Throughout the meeting a moderator additional to speakers should assist to help moderate the chat which could fall into:</p> <ul style="list-style-type: none"> - Technical questions that can be answered by the moderator. - Managing private question that can be answered directly after the meeting. - Post a general question that is valid for everyone to see. - Only event organisers can see the chat, so anything inappropriate will not need to be shared. Only valid questions need to be shared for the speakers to answer.
11.	<p>If the option to record the meeting is used then everyone in attendance will need to be notified, that this is happening. The chat function may be exported at the end of the meeting for the records and all attendees will be need to be notified in advance.</p>

Starting & Concluding the AGM

12.	<p>The President/Chairperson will be required to officially recognise the start of the meeting.</p>
13.	<p>Meeting to then flow as per the agenda:</p> <ul style="list-style-type: none"> - Presidents address – any questions to come through the chat function. - Attendance & Apologies. - Minutes, Actions and Matters arising – take page by page via screen share - any questions to come through the chat and then ask for a proposer and seconder through the chat function. - Next item of business – all can be shared on screen.
14.	<p>Clubs should ensure that they meet the quorum at their AGM to make it valid.</p>
15.	<p>Clubs may wish to publish the recording of the AGM online. Clubs should ensure that any edits of the released recording are noted.</p>
16.	<p>The President/Chairperson will officially recognise when the AGM is closed.</p> <p>The disadvantages of hosting the AGM through an online platform would be that you do not get audio feedback. So it is essential that the participants utilise the chat function appropriately.</p>

Post AGM

17. Clubs utilise the opportunity of AGM's to speak to the membership about items out with the AGM business.

To this end you may want to hold an open public forum, for general questions and answers or to give further updates and information that were not relevant to the AGM business. **(This does not need to be recorded electronically or in the minutes.)**

There is a set of slides that have been prepared to support clubs with their AGM's