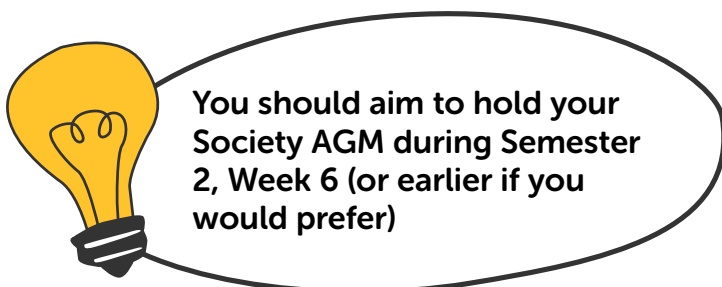


PLANNING YOUR AGM

The Student's Union is a democratic organisation, and we expect the same of your society. It's important to hold an Annual General Meeting (AGM) to communicate society business effectively, report on your activities over the past year and to elect your incoming Society Reps in a transparent and democratic way for the following academic year.

1. Firstly, as Society Reps you should agree on the voting mechanism you will use to elect your incoming Society Reps.
 - **ONLINE ELECTION:** Society members have the opportunity to nominate themselves for a Society Rep role in advance of the meeting. Members send the name of their preferred candidate to the election's returning officer via email and the elected candidates are announced live at the AGM.
 - **IN PERSON ELECTION:** Society members who wish to nominate themselves for a Society Rep role make this known in person at the AGM. Members privately cast their vote in a ballot box and the result is announced once the votes have been verified and counted.

NOTE: For both options, all nominations must be endorsed by another society member.



2. Decide whether your AGM itself will take place on campus or online.
3. Agree who will act as your returning officer for the election.
4. Following the event planning checklist to ensure you have planned your event properly - this includes booking a venue for your meeting.
5. Once your Societies Coordinator has approved your meeting you should ensure that society members have at least one-week prior notice of the meeting.
6. Send an email to all your members with the society constitution and meeting agenda. Encourage members to submit items towards the agenda - see 'How to Run an Effective Meeting' for more info.
7. Outline the process members should follow if they wish to nominate themselves for a Society Rep role and include details on how the election process will work (online or in person) and the deadlines agreed by the Society Reps for each stage of the process.
8. You'll want to ensure that all your members know the event is taking place. See 'Publicity and Promotion' document for top tips on how to do this effectively.
9. Organise catering if required. Offering tea and coffee is a good way to encourage members to attend your AGM.

It is important to ensure that everyone is clear about the election process in advance of it commencing. Read the next section carefully and ask your Societies Coordinator if there is anything you are unclear about.

If you have chosen an ONLINE ELECTION:

- Members who wish to put themselves forward for a Society Rep role should email a short manifesto to the returning officer and should accompany the email with an endorsement from another society member.
- The returning officer announced the candidates for each Society Rep role by emailing the nominations and manifestos to members at least 2 days prior to the AGM.
- Members should return by email the name(s) of the candidate they want to vote for (one vote per Society Rep role) before 12pm on day of AGM. Votes received after the cut off point will not be included.
- If there is only one candidate running for a particular role, members are advised to vote Yes/No or Reopen Nominations (RON).
- Prior to the meeting the returning officer will count the votes cast for each candidate.
- At the AGM, the returning officer will announce the number of votes received for each candidate and declare the winner.
- If the result is a tie, the returning officer will make arrangements to start the process again and continue until a majority is received.
- This process should be repeated for each Society Rep role.

If you have chosen an IN PERSON ELECTION:

- Request nominations or announce any nominations made in advance of the meeting for each of the Society Rep roles as detailed in your constitution.
- Each nomination requires another member to endorse the nomination before going to vote. This endorsement can be made verbally.
- Give each candidate a minute to state their case as to why members should vote for them.

- Each position should be voted on separately. Give each member a ballot paper to cast their vote. If there are members attending via video chat, allow them 10 minutes to email their vote to the returning officer.
- The returning officer should count the votes for each position. The individual with the highest number of votes received is deemed to be elected.
- If there is only one person in the running for a particular role, members can vote Yes, No or Reopen Nominations (RON).
- If the result is a tie, the vote should be carried out again until a majority is achieved.
- This process should be repeated for each committee role.

IMPORTANT

You'll want to hand over your society to a new Society Rep happy to build on your successes next academic year! Talk to society members who you think might be interested in becoming a committee member and encourage them to put themselves forward.

It is the responsibility of the returning officer (usually the outgoing chairperson) to conduct an election in accordance with the UUSU guidelines.



HOW TO RUN YOUR AGM

The meeting chair should open the meeting and welcome everyone. The society secretary should take minutes of the meeting for your records including a list of those in attendance. If you are hosting your AGM online, with the permission of the attendees you can record the meeting.

OVERVIEW OF THE YEAR'S ACTIVITIES

The society Events & Activities Rep should give a brief overview of society activities and successes which have been enjoyed in the past year. They should also provide an update on the total membership of the society. The society Finance Rep may wish to give an update on how funding was received from UUSU and how this was spent, as well as an update on what funds remain in the society account.

CONSTITUTIONAL REVIEW

You can propose to change and vote on any aspect of your constitution, i.e. name of society, aims and objectives, number of Society Reps, etc.
** Let your Societies Coordinator know of any changes so it can be approved at societies management committee**

How to make changes to constitution:

- Address any issues.
- Request proposals from the floor for any amendments to the constitution.

SOCIETY AGM BEST PRACTICE

- If a current Society Rep wished to retain their position, they must engage in the election process in order to be re-elected.
- Only student society members with a paid membership can vote in the AGM.
- The Events & Activities Rep will act as returning officer but if they are rerunning for a role, an outgoing Society Rep should take on the role of returning officer. If all the Society Reps are rerunning, then your Societies Coordinator can help.
- Send out meeting minutes to all members after the meeting.

