

EXTRAORDINARY GENERAL MEETINGS

An EGM can be called when an order of business needs to be discussed or resolved which cannot wait until the annual general meeting or cannot be discussed or resolved by a committee member meeting or general meeting with the society membership.

(Society Constitution 6.4)

Before an EGM occurs, the committee must inform their Societies Coordinator that it is taking place.

An EGM can be called at any time by majority vote of the committee or on receipt of a request from the society membership which has support from at least 10% of the total membership. The exact nature of business to be dealt with must be recorded by the secretary.

ORDER OF EVENTS

1. Introduction and welcome from the meeting chair.
2. Secretary records details of all attendees.
3. Society secretary details the order of business to the members in attendance.
4. Cases are made both for and against the order of business.
5. Members vote on the issue via secret ballot.
6. The result of the vote is announced, and resulting actions are communicated.
7. The secretary email the meeting minutes to the society members and the Societies Coordinator.



Did you know an EGM can take place at any time of the year if a committee member has stepped down and their role needs to be filled

ISSUES WITH A SOCIETY COMMITTEE

On occasion, EGMs are called because of issues within the society committee. Mediation should be considered in the first instance see **Conflict Resolution Document**, but your Societies Coordinator can help you to facilitate an EGM if the removal of a committee member is the only remaining option.

The order of events above should be followed and the committee member in question should be given the opportunity to speak and state their case before a vote is taken on whether they should be removed from their position or not.

For a motion to be deemed valid at an EGM a minimum of 10% of the society membership must be in attendance and take part in the vote. A majority vote must be met for the motion to pass.

If this quorum is met then the committee member in question will be required to step down from their role. The committee member themselves cannot vote.

As a committee you may decide to re-elect for the vacant position during this same meeting or you may decide to set a date for another EGM to give time for members to nominate themselves, for the role. In both cases you must follow the guidelines set out in AGM handbook document.