

ANNUAL GENERAL MEETING

It's important to hold an Annual General Meeting (AGM) to communicate society business effectively, report on the activities of the past year, and elect incoming Society Reps in a transparent and democratic way for the following academic year. .

Planning for your AGM should begin in the same way as any other society meeting. You can familiarise yourself with the recommended format by reading our **Society Meeting Guidance**

There are a few additional items you should consider when planning your AGM agenda to ensure members are fully informed and engaged.

Your agenda should include an overview of the society's activities over the past year, including:

- **Events & Activities Rep**
Gives a brief overview of the events, activities, and key successes the society has delivered during the year.
- **Communications Rep**
Gives an update on society membership figures, engagement, and growth.
- **Finance Rep**
Presents a summary of funding received from UUSU, how funds have been spent, and an update on the remaining balance in the society account.
- **EDI and Wellbeing Rep**
Reports on any relevant member feedback, inclusivity initiatives, and wellbeing-related activities.



You may propose changes to your society's constitution at your AGM.

This can include changes to the society's name, aims, or objectives.

All proposed constitutional changes must be voted on by society members at the AGM and are subject to approval by the UUSU Societies Management Committee before they can take effect.

Before the AGM, there are a few key decisions to make:

- Decide whether the AGM will be held in person or online.
- Identify a Returning Officer to oversee the election process of incoming reps for the following academic year
- Agree whether candidates who wish to run in the election for a society rep role should nominate themselves in advance of the AGM or on the day at the meeting.

Nominate and vote in advance of the AGM:

- Students are invited to submit their nominations in advance of the AGM.
- Once the nomination closing date has passed, society members are emailed the names of all candidates standing for each rep role.
- Members select their preferred candidate and notify the Returning Officer of their choice via email.

Nominate and vote live at the AGM:

- Students who wish to nominate themselves for a Society Rep role do so live at the AGM.
- Members cast their votes privately using a ballot box.
- Votes are verified and counted by the Returning Officer.



You should aim to hold your Society AGM by Semester 2, Week 6

If you decide that candidates should nominate and vote in advance of the AGM, the following process should be followed:

- Students who wish to nominate themselves for a Society Rep role are invited to submit their nominations in advance of the AGM.
- Once the nomination closing date has passed society members are emailed the names of all candidates standing for each rep role.
- Members select their preferred candidate and notify the Returning Officer of their choice via email.
- Votes are verified and counted by the Returning Officer
- If the result is a tie, the Returning Officer will arrange for the voting process to be repeated until a clear majority is achieved.
- This process should be repeated for each Society Rep role.



If only one candidate is running for a Society Rep role, members can either vote for that candidate or vote RON (Re-Open Nominations), indicating that they wish the nominations for that role to be reopened. If RON receives the highest number of votes, the election for that role must be run again.

If you decide that candidates should nominate themselves during the AGM, the following process should be followed:

- Members who wish to stand for a Society Rep role should make this known during the meeting. Each nomination must be endorsed by another society member.
- Each candidate should be given up to one minute to explain to members why they are suitable for the role and why they deserve their vote.



If a student is unable to attend the AGM in person to nominate themselves, another society member may nominate them on their behalf.

AFTER THE AGM

The Communications Rep should circulate the meeting minutes to all society members and provide a copy to the UUSU Student Activities Team within 48 hours.

SOCIETY AGM BEST PRACTICE

- If a current Society Rep wishes to continue in their role for a second term, they must take part in the election process and be formally re-elected.
- If all current Society Reps are seeking re-election, a member of UUSU staff may act as the Returning Officer to support the AGM and ensure the election process remains fair and transparent.
- Only society members with a paid membership are eligible to vote at the AGM.
- The returning officer role at the AGM is typically carried out by the outgoing Communications Rep, unless they are standing in the election. If they are, another suitable person should be appointed.