



Annual General Meeting – FAQ Sheet

1. General AGM Questions

What is an AGM?

An Annual General Meeting (AGM) is a formal meeting where members, directors, and stakeholders review the organisation's performance, discuss key matters, and vote on important decisions.

Who can attend the AGM?

Attendance rules depend on the organisation's governing documents. Typically, members, directors, and key stakeholders can attend, while non-members may need approval.

What is the purpose of an AGM?

Approve past meeting minutes.

Review financial and operational reports.

Vote on resolutions, such as board elections and policy changes.

Discuss any other business (AOB) raised by members.

2. Meeting Procedures and Structure

What is the structure of the Formal AGM?

The Formal AGM typically follows this order:

1. Opening Remarks – by the Chair
2. Quorum Check – Ensuring enough members are present.
3. Approval of Previous AGM Minutes – Reviewing past records.
4. Reports Presentation – Chair's Report, Treasurer's Report,
5. Resolutions & Voting – Members vote on key issues.
6. Strategy Report or Discussion
7. Q&A Session – Members ask questions to relevant officers.
8. Any Other Business (AOB) – Additional discussions.
9. Closing Remarks & Adjournment – AGM officially ends.

3. Quorum & Voting

What is a quorum?

A quorum is the minimum number of members required for the AGM to proceed. If the quorum is not met, the meeting may be postponed.

How is voting conducted at the AGM?

Voting can be conducted in different ways:

1. Show of hands – Common for general decisions.
2. Electronic voting – Permitted for hybrid AGMs.

What happens if there is a tie in voting?

The Chair may have a casting vote to break ties, depending on the organisation's rules.

4. Roles and Responsibilities

What is the role of the Chair (Marika)?

- Provides strategic leadership for the AGM.
- Delivers the Chair's Report on achievements and challenges.
- Represents the Board and engages with stakeholders.
- Manages the Q&A session.
- Formally opens and closes the AGM.

What is the role of the Presiding Officer (Sian)?

1. Runs the meeting, enforces rules, and maintains order.
2. Ensures the agenda is followed and discussions stay on track.
3. Manages the voting process.

5. Asking Questions & Raising Objections

How do I ask a question at the AGM?

- Always direct your question through the Chair.
- Raise your hand (or use the virtual function if online).
- Wait for the Chair to acknowledge you before speaking.

- Begin by addressing the Chair:
Correct: “Chair, I would like to ask about the financial report...”
Incorrect: “Treasurer, why was there an increase in expenses?”
- The Chair will direct your question to the appropriate person (e.g., Treasurer for financial matters).
- Listen carefully to the response and only ask follow-up questions if permitted by the Chair.

Why must questions be directed through the Chair?

- **Maintains Order** – Prevents side conversations or disruptions.
- **Ensures Fairness** – Everyone follows the same process.
- **Avoids Arguments** – Keeps discussions professional and structured.
- **Allows for Proper Responses** – The Chair ensures the right person answers the question.

How do I object to a decision?

1. Raise a Point of Order if you believe a rule is being violated.
2. Speak against a motion before voting.
3. Request a formal vote if there is disagreement.
4. If necessary, propose a motion to reconsider a decision.

6. Meeting Conduct & Etiquette

What are the behaviour rules at an AGM?

Be professional and respectful when speaking.

Do not interrupt others.

Stick to the agenda topics.

Follow the Chair’s and Presiding Officer’s directions.

What happens if someone disrupts the meeting?

The Presiding Officer has the authority to:

- Issue a warning.
- Ask the person to step down from speaking.
- In extreme cases, remove the disruptive person.

7. Closing the AGM

Who closes the AGM?

The Chair (Marika) officially adjourns the meeting once all agenda items are covered. The Chair may provide final remarks before closure.

What happens after the AGM?

The minutes of the AGM are recorded and distributed. Resolutions that were passed are implemented. Any next steps or follow-up actions are shared with members.

8. Proxies and what’s expected

What is a proxy?

A proxy is an individual appointed to vote or participate in the AGM on behalf of a member who cannot attend. The organisation’s bylaws will outline the rules for proxy voting.

How do I appoint a proxy?

Members must submit a proxy form in advance, as specified in the notice of the AGM.

The proxy must be eligible to vote and follow the instructions given by the appointing member.

What is expected of proxies?

Proxies must represent the interests of the member they are voting for.

They should be familiar with the agenda and resolutions before attending.

They must follow the same rules of conduct and etiquette as other attendees.

Final Notes

1. **Prepare in advance** by reviewing the agenda, previous minutes, and reports.
2. **Engage in discussions** constructively and follow proper procedures.
3. **Vote responsibly** and participate fully in the AGM process.

By following these guidelines, the AGM can be a smooth, fair, and productive meeting for everyone involved. If in doubt, refer to the Rules of Procedure