The procedure for both EGM and AGM as well as the template can be found in the [AGM and EGM Procedure and Template](https://365abdn.sharepoint.com/:w:/r/teams/AUSACommittees202122/Shared%20Documents/General/Committee%20Resources/AGM%20and%20EGM%20Procedure%20and%20Template.docx?d=wcaea957a69d54948a1ca48daab1c8fde&csf=1&web=1&e=MMHhpw) Document

**More Information:**

**EGM**

**Why EGM?**

* EGMs should allow you to re-evaluate positions within the committee, evaluate your progress over the development plans of the committee members and activity
* EGMs can also allow for an opportunity for any committee members to formally step down due to any unforeseen circumstances and allows the activity members to elect any new members into the committee to help with relieving workload from the committee.
* Additionally, committee members can review their workload and decide whether more committee members are required to try and share the workload out better and relieve anyone who is feeling overwhelmed with their workload.
* A reminder that any new members elected to committee should ideally not be in their last year of study to try and get younger members of the club into the committee and gaining experience to help with the following years.

**When EGM?**

* We recommend all activities to undertake an EGM before or after the Christmas break.
* By holding an EGM at the start of the 2nd semester it also allows new members to be welcomed to the meetings and gives them an opportunity to be involved within the committee.

**How EGM?**

* EGMs should run in the same format as an AGM, except there is a smaller amount of change occurring within the club.

**AGM**

**When and how AGM?**

* AGMs are held near the end of the academic year to allow the committee to summarise what they have achieved for the year.
* Before an AGM members of the activity should be given around 1-weeks’ notice at least to put themselves forward for a position within the committee.

**Why AGM?**

* All clubs must run and AGM at the end of the year (around March) I order to be affiliated for the following year.

If run correctly, AGMs should provide your club and your members with:

* A fair and democratic committee election process
* More informed candidates running for positions
* A clearer handover process between committees
* Improved understanding of budget submission

**Where?**

* Your AGM should be held in an accessible location – this means it should be somewhere any member feels comfortable to attend, i.e. not in the house of a possible candidate.
* Within the last year, it has become more popular to run an AGM online where it is accessible for all students to attend and means it is easier to meet COVID restrictions.
* Equally, you could make the meeting an addition to a regular training session when you know members are available.

**Who**?

* All club members can attend and should be encouraged to do so. For decisions in an AGM to be upheld you must have at least 50% of your members in attendance, or as described in your club constitution

**Nominations:**

* Only paid members of the club can nominate themselves for positions. Members can nominate themselves for any position but can only stand for one position in a particular year.
* Candidates should be encouraged to submit an informal application or statement of intent for the role they wish to run for to the current President, but this should not prevent anyone from standing for a position at the AGM.
* If a member is unable to attend, they can nominate someone to represent them or send in a written statement to be read out on their behalf.

**Promotion:**

* Your AGM should be promoted so that you reach 50% quoracy and have a large number of members standing for the role.
* When writing your agenda, you should include details of the positions to be elected; these should be accompanied by job roles for each position. This will ensure that someone with a head for numbers stands for Treasurer while someone with a love of social media becomes Communications Officer.
* Additionally, it would be appropriate that any member thinking of standing talks to the outgoing committee, Sabbatical Officers or Activities Development Coordinator on what the role entails.
* You should also consider promoting the AGM on any club pages such as Facebook, Instagram and the AUSA Website (just be careful on security risks when running an AGM online; ensuring the link is only sent to those you know are a member of your activity).