AGM and EGM Procedures

Date and time:

Meeting opened by:

Members in Attendance (with Student ID):

Quorum of \_\_% of members was met

Agenda: (submitted to all members ahead of meeting)

1. Welcome
2. Approval of previous AGM minutes
3. Approval of agenda
4. Approval of constitution and call for motions
5. Elections

Each respective role will follow this structure: Candidate speeches → Open call for Candidates → Voting → Announcement of result.

The elections will run in the following order:

5.1 President

5.2 Secretary

5.3 Treasurer

5.4 Other roles

1. Activities Report
2. Financial Report
3. Comments from members
4. Any other business
5. Closing statements

AGM and EGM Minutes Template

**Progression of meeting**

1. Welcome

* President welcomes everyone to the AGM and presents the agenda.

2. Approval of previous AGM minutes

* The previous AGM minutes were submitted ahead of the meeting and are approved unanimously.

3. Approval of agenda

* The agenda was submitted ahead of the meeting and is approved unanimously.

4. Approval of constitution and call for motions

* The constitution was submitted for review ahead of the meeting.
* No motions were called for changes to the constitution. This is approved unanimously.

5. Elections

* Each position-election was conducted in the following order:
  + The pre-submitted candidates are presented and hold their speeches. Thereafter, an open call is held for any other candidates to the position.
  + President shares a voting poll in the chat and gives everyone the chance to cast their votes.
  + The elected member is presented to the attendees.

5.1 President

* Candidates:
  + Person V
  + Person W
  + No one else stands for the open call.
* Result: PW is elected president for 2021-22

5.2 Secretary

* Candidates:
  + Person X
  + No one else stands for the open call.
* Result: PX is elected secretary for 2021-22.

5.3 Treasurer

* Candidates:
  + Person Y
  + No one else stands for the open call.
* Result: PY is elected treasurer for 2021-22.

5.4 Vice president

* Candidates:
  + Person Z
  + No one else stands for the open call.
* Result: PZ is elected vice president for 2021-22.

5.5 Social Secretary

* No one stands for the open call for the position of social secretary. The position remains empty for now.

6. Activities Report

* Secretary gives a presentation of society’s activities during the past year, including socials, fundraisers and events.

7. Financial Report

* Treasurer gives a presentation of the society’s budget and spending in the past year.

8. Comments from members

* \_\_ express their thanks and delight about the society’s achievements in the past year, their excitement for the coming year, and goodbyes to the graduating members.

9. Any other business

* No other business was discussed.

10. Closing statements and President’s Speech

* President gives the President’s Speech, expressing gratitude for people joining the society and the community it’s provided, with individual thanks to each of the past year’s committee members.

**Adjournment**

The meeting was adjourned at 00:00

**Minutes submitted by:** Person D, secretary

**Minutes approved by:**

* Person A, President
* Person B, Vice-President
* Person C, Treasurer
* Person D, Secretary
* Person E, Social Secretary