

How To Run An Annual General Meeting

Annual General Meeting Preparation:

Notice of the Annual General Meeting must be given 15 days in advance. The YJC Executive is responsible for giving notice of the AGM.

Notices should include:

- The agenda of the meeting
- How Membership is defined/who can vote
- The date, time and place of the meeting
- By-law amendments or information on how to obtain a copy of by-law amendments
- Who can run for an Executive position (criteria might include: one year membership in good standing as a YJC volunteer; all Members standing for elections must not have acted in a way which could be deemed to have jeopardized the good reputation, interests or integrity of the YJC; residence in one of the membership communities of the YJC).
- How to apply to the Executive to become a Member
- How to run for an Executive position
- Information on how to obtain definitions of Executive positions.

Purpose of the Annual General Meeting:

- To provide an annual record of everything that has been done in the last year.
- New Committee members are appointed or elected.

Roles and Responsibilities:

- The meeting is somewhat formal, with the Chair and the Secretary inviting members to submit any items for business to include on the agenda.
- It is up to the Chair and the Secretary to accept or reject any items of business for inclusion on the agenda.
- The Chairperson of the YJC facilitates the AGM. They should welcome members as they come in and make sure refreshments are provided.
- At the beginning of the meeting, the Chairperson is to explain who is eligible to vote, and that Members must register to receive a vote. The Chairperson is also to explain how voting is to be carried out and give a brief description of the structure of the Executive.
- The Secretary ensures that the agenda for the AGM is available for Members. They also ensure that other documents are available for reference, including the Constitution, constitutional amendments, the year-end statement and preliminary budget.
- The Secretary takes the official minutes of the AGM, including the exact wording of motions, the movers, the seconders of motions, the numbers of Members in favour, opposed and abstentions for each motion, and the Chairperson's remarks.

The Annual General Meeting Format

Registration:

- Members are to sign a registration form as they come into the meeting.

Agenda:

- It helps to have a clear idea of what items of business will be covered, and an agenda would look something like the following:
- Apologies for absence – this should record anyone who sent their apologies, e.g. a committee member. It should not record all the members who have not turned up.
- Minutes of the previous AGM – the minutes of the last AGM should be circulated and approved. In general, very few people will be able to remember whether the minutes are an accurate record of a meeting that was a year ago, so it is sensible to keep minutes brief and covering only the main items of business and may decisions.
- Matters arising (unless covered by other items). This is the point to report that, for example, the Secretary had to resign and someone else took his/her place.

4 Chairperson's Report:

- This is a report on activities throughout the year. There is no need to go into a lot of detail.
- The Chairperson should say how much money was raised in total and what it was spent on.
- The Chairperson should include any specific thanks that should be made.
- The Chairperson's report is essentially the annual report and members should be invited to approve it as an accurate record of the year's events.

5 Treasurer's Report:

- The Treasurer's report is more formal and is really the presentation of the audited accounts. The treasurer should explain the income and expenditure and any balance remaining.
- At the end of his/her presentation, the Treasurer should ask for the accounts to be formally accepted and approved.

6 Appointment of Auditor:

- This is a fairly brief item when the person who has agreed to audit the accounts for the up and coming year is agreed by those present.

7 Appointment of Committee Members:

- 1) New members of the Youth Justice Committee are either elected at this point, if there are more nominees than placed available, or else appointed. This is an opportunity to call for volunteers if more support is needed.
- 2) The YJC must elect a Chairperson, a Vice-Chair and a Treasurer, or whichever roles are indicated in the YJC's Constitution as making up the YJC Executive.
- 3) The Chairperson of the Executive describes the role of the Executive, the term of the Executive elected by the Membership, and who is eligible to run in the election.
- 4) Members are nominated to run for the Executive. Members may submit their own nominations to the Executive prior to the AGM.

- 5) Members who wish to run for the Executive are required to introduce themselves, tell the Membership why they want to be an Executive Member and what they can contribute.
- 6) Voting is done by paper ballot.

8 Other Items:

- If you want to amend the constitution or agree how a portion of any money raised should be spent, such proposals should be detailed as separate items.

9 Any Other Business:

- This is an opportunity for anyone present to raise a matter which has been forgotten. However, questions of substance should not be brought up at this stage.
- The Secretary should have been notified of such matters and already included them in the agenda.

Close of Business:

Votes

- If any votes are needed at the AGM, then, as long as members were given proper information about the AGM, they should be decided by the simple majority of those present.
- Motions require a mover and a seconder.
- Decisions are determined by a majority vote. The Chair has a second and a vote in the case of a tie. Voting may be done by a show of hands or by paper ballot if requested.
- Voting for the YJC Executive is always done by paper ballot.
- When voting is done by a show of hands, the results will be counted and the total number should be compared with the total number of those registered.
- When voting by paper ballot, the names on the registration form should be checked off as ballots are handed in.

Minutes

- As with any ordinary committee meeting, minutes should be taken at the AGM. The minutes should correspond to the items on the agenda and should record the main decisions. For example, they should include the names of those who sent apologies, record that the minutes of the previous meetings were approved, record that the chairperson gave his/her report and that this was approved and so on. If there was an extended discussion on any item, the minutes should simply record that there was a discussion, the main points raised and the final decision.

For Details of How to Run An Effective Meeting, including how to make a motion, second a motion etc, please refer to: www.cbcs.org/sask/sbis/search/display/cfm document 5914