

Preparing for your AGM/EGM

Congratulations – you have called your AGM/EGM. Please read the following brief points and heed them – this will make your AGM run more smoothly and fairly and keep the Societies representative out of your hair!

Before holding your AGM/EGM:

- The society members and the Societies Member for Elections (socolect) should have been given 2 weeks notice before the AGM/EGM.
- The members of the Society should have been told the positions available at the AGM/EGM in advance, so that they can have a think about whether or not they would like to run for anything
- The Societies Member for Elections (or another member of the Societies Committee) will act as Returning Officer (they will count the votes, with someone else on the committee if they want, and they have the casting vote if necessary), and they can chair the meeting, but usually the outgoing President of the society will do this.
- If someone can't come to the AGM/EGM but wants to run for a position, they should submit a speech in advance, which someone on the committee should read out. There can't be questions for the candidate in this circumstance, but everything else is the same.
- Similarly, proxy votes may be emailed to the President in advance of the meeting.

You **MUST** have the following at your AGM/EGM:

- Your Society's constitution – the version currently in force to be used to clear up any procedural points or other issues.
- Your Society's membership list – Your secretary should bring this and it should indicate who the paid members are.
- Paper for ballots – a quirky receptacle is also useful!

The following **business** must be considered at the AGM/EGM:

- **The President's Report** – tell the rest of the Society what you have been up to and offer wisdom for next year.
- **The Treasurer's Report** – a brief description of how much money has been spent over the year, where it came from (the Union, membership fees, tickets sales etc.) and what it was spent on (stationery, socials...)
- **Re-adoption**, with or without amendments, of your **Society's constitution**
 - Any changes should have been submitted to the Societies Committee and voted on **in advance** of your AGM/EGM
 - Members of the society should be emailed with the details of the changes prior to the AGM/EGM
- The **membership rate** must be set for the next academic session (minimum £3)
- **Election of Officers**
 - You should first decide on the procedure of voting – will there be a time limit for speeches and questions? (We recommend 3 minutes for speeches and 2 minutes for questions)
 - In all cases, candidates must leave the room when another candidate is being heard and while voting is taking place.
- **Any other business** – this may be substantial and include agenda points of their own besides just “any other business”

Immediately before the meeting, the Societies representative will have a brief chat with the chairperson to clarify what is going to happen – if you have read this sheet this will be very straightforward. The idea is to clear up any issues before the start and then to let you get on with it. This is the moment to discuss varying the order of business if you wish to do so. Please wait for the Societies representative if they are late as things generally run more easily that way.

Elections

- If the AGM/EGM isn't quorate (10 members or 1/5 members of your society, whichever number is higher), the minutes of the AGM/EGM should be emailed round all members of the society within 7 days of the AGM/EGM in case anyone has any complaints.
- A candidate can run again for another position if they are unsuccessful at the first one they run for
- The non-executive committee positions do not all need to be filled at the AGM, and can be co-opted in by the committee.
- Someone can have an executive and a non-executive position on the committee

There are two types of committee position – *executive* and *non-executive* (“exec” and “non-exec”) – and your constitution should clearly state which category each position falls in to. Exec positions have to be decided according to Union rules. Non-executive voting procedure should be decided by your committee in accordance with any provisions in the constitution.

All voting is done through **Single Transferable Vote**

- STV is the voting system we use in St Andrews. Rather than the conventional first past the post system (where the winning candidate could have a majority of votes but not an overall popular majority) STV allows the voter to rank the candidates in preference order, i.e. 1=first choice, 2=second choice, and so on. This means that in the case of no candidate reaching a calculated quota (usually 50% + 1 vote), the candidate with the lowest number of first preferences then has all of their votes redistributed to second preferences. This process continues until a candidate achieves quota and is elected.

Voting for Exec positions: Executive positions **need** to be filled in your AGM. We ask that you hold your elections beginning with most senior executive positions, then working your way down to non-executive. For all executive elections, re-open nominations (RON) is an option.

Voting for Non-exec positions: a show of hands will suffice but may not be workable in some cases. There is no RON, so if only one candidate runs then they win automatically.

Other important points:

After holding your AGM/EGM, you must submit your new committee information within 7 days. Submit your information by signing into the Societies portal on the Union website (<http://societies.yourunion.net/>) and going to 'submit forms' and selecting AGM/EGM.

A newly elected member of the Society's executive committee will need to attend **Health and Safety Awareness**. The new treasurer will then need to go to **treasurers' training**. You will be informed where and when these trainings are held via email.

Your AGM must be free and open to all your members.

It must start at the advertised start time. If you couple it with an event, the event must not affect the AGM start time.

This is just a guide to let you know the key points in advance. If you have any further questions please email the Societies Elections Officer at soselect@st-andrews.ac.uk.