

## A Guide to Hosting Online AGM's

**All AGM's must run before the 1<sup>st</sup> of May.**

### Preparation for the AGM:

- Ask the MSF for a list of Sports Federation Members. 50% of these must be in attendance to the AGM.
- Ensure you have a treasurer's report to show the rest of the team. This can be accessed from Tracy (SU) on [tbrenen@marjon.ac.uk](mailto:tbrenen@marjon.ac.uk).
- Create an equipment report with the following information:
  - Current equipment obtained.
  - The quality of equipment
  - Desired equipment
- Coaches report – ask team for their opinions on your current coach to report back to the MSF.
- Send the Committee position document to the team so they are aware of what each role entails.
- **Date, Time and Location:**

Advertise to members the date and time of your AGM. All members should have the opportunity to attend and stand for any committee position and vote.

We recommend using Microsoft Teams or Zoom to host your online AGM. These are both reliable, safe and all students should have access to it.

- Decide who will be doing what during the meeting, we would suggest the following:
  - Club Chair –
    - Chairs the meeting
    - Asks people to speak/unmute mic
  - Secretary –
    - Takes minutes (send to MSF after AGM)
    - Takes register
    - Assists with any tech issues

## How will the AGM run?

- Club Captain will run through the constitution as normal
- Members who nominate themselves for a position need to be seconded
- Nominating someone is still possible, if it is seconded.
- If more than one member is going for the same position, they can either:
  - Do their speech whilst the other members leave for the duration of the speech.
  - Go into a breakout room whilst other members do their speech.
- If you wish to discuss candidates, please make sure they have left the call for the duration of the discussion. They can easily join back in after.
- Club Captain to send MSF which members went for what position. Including positions that no one went for.
  - **Voting:**
  - Decide whether you want to do open or closed votes. If open, use the 'raised hand' tool to vote. Remember to have 're-open Nominations' (RON) as a voting option.
  - If closed, a team specific Microsoft Form will be created and sent to the people in attendance of the AGM. This will be monitored as student numbers will need to be stated before voting can commence.
  - The MSF will then let the Club Chair know the results from the voting.
  - If RON wins the majority vote, the position will be open again at the start of next term.