

It is important that you check your governing document (e.g. constitution) before you proceed with planning and organising your AGM as it should contain details that will help you to plan, organise and run your AGM.

If you are a charity or company then you will have other procedures to follow and it is important that you check these in advance of your AGM.

You should read the minutes of the last AGM to see if there is anything that was raised at the last AGM that you have to report on at the next AGM.

If you had a review session after your last AGM you should have a list of what went well, what could have been better and what you would do differently. Use this information to help you with your planning for this year and help to avoid the same "mistakes".

Use the table below to record the things you must do and the things that you would want to do. Use your governing document (your constitution) to find the answers.

This table is provided for guidance and cover the most common areas that organisations have to consider, it does not cover every possible option and you are strongly recommended to carefully read your constitution and check up to date requirements of company law, charitable law and any other external factor that could affect the way you run your AGM.

Item	Location in constitution	What needs to be done?
When does your financial year end?		
When should you hold your AGM (is there a set month or time of year)?		
What is the minimum notice period of meetings for members?		
How should you provide notice of the AGM, by letter, email or some other means?		
Who do you have to invite and have you got up to date contact details?		
What are the procedures for nomination, election or re-election?		
What are the minimum		

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and maximum number of board or committee members?		
What office bearers do you have?		
What are the procedures for any resolutions put forward by members such as amendments to your constitution?		
What business has to be covered at your AGM (what has to be on the agenda)?		
What is the quorum for your AGM?		
Is your constitution up to date? Does it reflect what your organisation does?		

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