

Guidelines on the Preparation & Conduct of Sub-Club Annual General Meetings

(Version – 10-July-2012)



Below is a summary of key points and tips that help when preparing and conducting your sub-club AGM. The points are written in accordance with the Caboolture Sports Club Inc constitution, but are in summary form only, so sub-clubs should be familiar with have access to the full rules if they require full definition of a rule.

Each point below has the corresponding rule of the constitution noted beside it, with rules referred to from within the main section of the constitution are prefixed with "R" and rules referred to from "Schedule 1 – Sports Club Rules" prefixed with "SCR".

Unless a Sub-Club has approved By-Laws to the contrary, this list of points shall apply:

1. Plan and Set Your Key Dates

Before setting your AGM date, consider all of the following lead-in times and notice periods:

- a. AGM must be held within three months after the end of financial year (ie held before the end of September) [R 9.1]. Make sure you lock in a venue early.
- b. Sub-club AGMs should be held before the Caboolture Sports Club (CSC) AGM so that your sub-club can elect your representative to the CSC Management Committee, who will then have their position ratified when CSC has its AGM. [R 11(a), R 11(d)(i)-(ii)]. The 2012 Caboolture Sports Club AGM is set for late September (date to be confirmed).
- c. Advertising for your sub-club's committee positions should start 28 days or so prior to the AGM, to give plenty of time before nominations close off at least 14 days prior to your AGM [SCR 8.3.2]. You might like to have the nominations close off a little more than 14 days, so that you have enough time to list the nominations received your the official Notice of Meeting.
- d. Notice of Meeting must be formally issued to your members at least 14 days prior [SCR 9.8].
- e. Listing the nominations for committee positions must be "posted on the official notice board" at least seven days prior to your AGM. [SCR 8.3.2].

2. Confirm Membership Registry, Who Can Vote at Meetings?

- Receive from CSC and confirm the list of your club's sporting members. Only those who are recorded in the Caboolture Sports Club Inc register as a Sporting Member of your sub-club (ie have a current CSC Sporting Member card) are eligible to vote, nominate, stand for positions etc. [SCR 2].
- Members who are more than one month overdue in their membership fees can't vote [SCR 9.12]. Junior members (under 18 years of age) can't vote at meetings, but parents of junior members who have taken up CSC Sporting Membership can attend and vote [Rule 4(e)-(m)].

3. Advertise for Committee Positions, Prepare and Circulate Committee Nomination Form

- Make sure everyone who is eligible to vote is given (a) adequate notice of the AGM (at least 14 days) and (b) information about the committee positions and nomination process.
- Designate an obviously positioned club notice board and also use email, newsletter, website etc.

- Preferably start advertising for committee position 28 days prior to the AGM. You don't need to publish the formal Notice of Meeting and agenda until 14 days prior, but you can at least give a preliminary notice of the date and venue and at the same time as calling for nominations. Advertise all the committee positions that will be decided upon at the AGM, which typically includes President, Vice-President, Secretary, Treasurer and Sports Club Delegate, as well as any other positions such as registrar, equipment officer, coaching sub-committee chairman etc) as approved at a general meeting of your sub-club. [SCR 8.1].
- Prepare, promote and publish a nomination form which includes space for the names, signatures and date signed for each of the (1) person being nominated, (2) the proposer and (3) the seconder. Make sure all three members are eligible to vote (ie are listed on the membership register).
- Completed nomination forms must be received by your club secretary at least 14 days prior the AGM. The secretary cannot accept nominations within the 14 day period prior to the AGM. If a position receives no nominations, note this on the list, so that members can consider nominating from the floor at the AGM. A list of candidate's names, in alphabetical order, along the names of each candidate's proposer and seconder, must be posted/published at least 7 days prior the AGM [SCR 8.3.2].
- If there are more nominations for a position than there are vacancies, then ballot papers should be prepared in advance, making sure that for each position that will be decided by ballot, candidates are listed in alphabetical order. [SCR 8.3.3]

4. Prepare and Publish AGM Agenda, Prepare other documents needed for the AGM.

- The Notice of Annual General Meeting which includes the agenda must be published at least 14 days prior using the club notice board, email, newsletters, website etc.
- The Notice should include the date, time and venue details, and the standard items such as attendances, apologies and proxies. The AGM agenda must also include the following mandatory items (a) Annual Report for previous year, (b) Treasurer's Report and financial accounts for previous year, (c) Auditor's report on the financial accounts for previous year, (c) election of committee members, and (d) other business where proper notice has been given. [SCR 9.2]. You may wish to include information about proxy nominations for those that cannot attend.
- Prepare proxy forms in the correct format [R 27h-i], making sure the form states only one proxy per person attending [R 27g]. Provide proxy forms to current members who cannot attend but wish to nominate their proxy to a member who is [R 27h]. Completed proxy forms must be given to the Secretary immediately prior to the meeting [R 27i].
- Obtain a current CSC membership register which Prepare an attendance sheet in advance and plan to have a sign-on table where attending members record their name and signature, and the name of the any one member who has approved them to be their proxy. Also record the names of eligible members who could not attend (apologies), [R 27f, 27h, 27i].
- Prepare and print copies of the Annual Report and other reports, as well as the Agenda and previous AGM minutes which will be given out at the AGM after people have signed in.
- Prepare and print "Proxy" cards or similar that are handed to members that are acting as a proxy, so that the person acting as proxy can raise the card when voting is conducted by show of hands.
- Prepare ballot papers for any committee positions that receive more than one nomination which therefore will require a secret ballot to be conducted. List the candidates in alphabetical order [SCR 8.3.3] for each position being contested.

5. Getting Your AGM Started - Recording Attendances & Proxies, Quorums, Starting on Time, Chairman

- Have your sign-in table, attendance register set up, have ample copies of the agenda, annual report and related reports, and previous AGM minutes.
- Check members eligibility as they arrive against the club membership registry. Those that are ineligible to vote (eg Juniors), unfinancial etc should be noted as observers. Remind observers that they must not vote during the meeting.
- Receive proxy forms up until the start of the meeting [R 27j). The attendance register should record the allocation of each proxy to the nominated member.
- Don't start the AGM unless you've got a quorum [SCR 9.5] which equates to double the number of sub-club's approved committee members as at the time of the AGM plus one [SRC 9.4]. Once you get a quorum and the advertised start time as been reached, you can start.
- Don't deal with any other business other than what was published on the agenda.
- The Club President shall chair the AGM, but if he/she haven't arrived within 15 minutes of the start time or is unwilling to chair, the Vice President shall chair. If the Vice President is not present or unwilling to chair, then the remaining members of the sub-club committee shall choose on of their own to chair the meeting. [SCR 9.10]
- If the AGM doesn't get a quorum within 30 minutes of the advertised start time, then it shall be adjourned by one week to the same time and venue, unless the Committee chooses otherwise [SCR 9.6]

6. Voting Allocation, Ballots & Secret Ballots

- Every eligible member gets one vote, while an eligible member holding a proxy gets two. [SCR 9.12].
- The meeting Chairman has the right to have a normal vote and, if a ballot (other than a ballot to elect office bearers) returns a dead heat, shall have a second or casting vote [SCR 9.13]
- Except for election of committee members, voting is usually by show of hands, although a secret ballot can be used if at least more than 1/5 present ask. [SCR 9.13]. If a secret ballot is conducted, the Chairman has to appoint two members to conduct and scrutineer the ballot. [SCR 9.12]
- If a ballot (be it secret or by show of hands) looks like it might be close, take the time to make sure only those eligible to vote do so (ie observers mustn't vote), and proxy votes held by members present are included in any counting (ie: a member present holding a proxy is issued two ballot slips, or by holding up two hands).

7. Election of Sports Club Committee Members

- All members of a sub-club committee must retire their positions, but can be nominated for re-election [SCR 8.1]. Before retiring the outgoing committee members, the outgoing chair should ask the members present to determine a caretaker chairman, who will chair the meeting during the election process until elections are completed.
- The caretaker chair, once appointed, should ask the members present to choose two scrutineers to assist with distributing ballot papers and later counting them.
- If one or more nominations to a position have been received in the correct manner (ie nomination correctly filled and received by the Secretary at least 14 days prior) then additional nominations on the day cannot be accepted. If only one nomination has been received in the correct manner then they shall be declared elected unopposed [R 11 (iv)]. If no nominations are received in the correct manner then the acting chair shall seek nominations from the floor [SCR 8.3.4] which should follow the same practise of having a proposer, a seconder and approval from nominee.
- If there are more nominations received for a position, then a secret ballot shall be conducted. The method of marking ballot papers should be outlined by the caretaker chairman to members prior to distributing ballot

papers. Typically, voters are allowed to place the same number ticks beside their preferred candidate/s as there are vacancies for that position. As example, the poto the same For position that have just one incumbent, (eg President) the placing of a single tick beside the preferred candidate is an accepted and simple method. If a position that has more than one incumbent then have voters place as many ticks as there are vacancies for that position..

- For positions that received no prior nominations and thus have no prepared ballot papers, that receive more than one nomination from the floor of the AGM which then necessitate a secret ballot to be conducted, the caretaker chair shall inform the membership that scrutineers shall distribute blank sheets of paper upon which the voting members shall simply write the name of their preferred candidate.
- One ballot paper should be distributed by the scrutineers to each member present who is eligible to vote (check using the AGM attendance sheet) with another ballot paper given to those members present who are properly registered as a proxy for a member who is not present (use the attendance sheet again). [R 27 (f)]. Marked ballots should be collected, counted and cross-checked promptly. The candidate who solely has the highest number of votes shall be noted as elected. If two or more candidates receive the same highest number of votes, then the scrutineers shall inform the acting chair who inturn shall declare that a second ballot shall be conducted between only those candidates with the highest number of votes, with all other candidates being eliminated from the second ballot. If the second ballot returns an equal number of votes, then the final decision shall by a drawing of lots. [R 11 (iii)]. The result of elections of all positions shall be recorded by the scrutineers in writing, which along with the ballot papers, are provided to the caretaker chair who will formally declare the results of the election.
- There is no mention in the Rules about the destroying of ballot papers, often a motion to this effect is proposed soon after elections are declared. The caretaker chairman while still in the role and in possession of the ballot papers may wish to propose the motion to the meeting.
- The caretaker chair hands the control of the meeting to the newly elected Chairman as soon as the election proceedings are completed.
- Each committee member declared elected to a position, shall immediately assume that position once elections are declared.