

Managing the AGM

Background

The AGM is a formal meeting and should be conducted in an efficient manner.

Overview

AGM

Committees should ensure that:

- The AGM starts on time.
- The agenda is followed.
- Reports and motions must be formally presented, moved, seconded and accepted.
- Only those present at the previous AGM can agree or disagree with the minutes from that meeting.
- Ensure a quorum is present. Committees need to check their constitution for procedures to follow if there are insufficient people in attendance.

Election process

Organisations should refer to their constitution for details regarding the nominations and election process. If these are not outlined in the constitution, The Associations Incorporation Act (1981), Schedule 5 'Model Rules for an Incorporated Association', will need to be referred to. This can be accessed via the Consumer Affairs Victoria website:

[www.consumer.vic.gov.au/CA256902000FE154/Lookup/CAV_Publications_Associations/\\$file/Association_Model_Rules.pdf](http://www.consumer.vic.gov.au/CA256902000FE154/Lookup/CAV_Publications_Associations/$file/Association_Model_Rules.pdf).

It is best to ask an independent person—guest speaker, local principle, councillor, church member or past committee member—to chair the election.

All positions are declared vacant unless the organisation's constitution says otherwise.

Only those designated as members according to the organisation's constitution are eligible to vote and be elected to a position on the committee of management. Therefore, it is important that the membership list is accurate and up to date at the commencement of the AGM. To assist with the easy identification of those who are eligible to vote, committees may consider providing coloured cards to members when they sign in. These cards are then held up to indicate a member's vote. This method can also be very useful when an organisation's constitution provides for proxy votes because members may then be given a card for each proxy vote they have been given.

For nominations received prior to the AGM, there are two potential actions:

- 1 Where there is only one nomination received for a position by the closing date (this may be stated in an organisation's constitution or the committee may determine the most appropriate time), that person is considered elected to the position.
- 2 Where more than one nomination is received, a vote to decide on the successful candidate is taken at the meeting. When a vote is required, the process (secret ballot or a show of hands) may be outlined in the organisation's constitution or determined by the chairperson or at the request of members.

PROGRAM PARTNERS



Department of Education and
Early Childhood Development



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If no nominations have been received prior to the AGM for any or all positions, the chairperson will call for nominations from the floor (nomination forms should still be completed). Again, there are two potential actions:

- 1 When only one nomination is received, that person, once they have agreed to the nomination and it has been seconded, is considered elected to the position.
- 2 If more than one nomination is received for a position, a vote is taken (either by secret ballot or show of hands).

When a vote is required, it may be helpful to ask candidates to introduce themselves. This enables members to be more aware of who they are voting for.

After the AGM

The AGM is not the end of a committee member's responsibility. It is important that all relevant forms are completed and that each outgoing member is well prepared to hand over and to provide ongoing support to the new committee.

The public officer will be required to complete the Annual Statement for Consumer Affairs. This is only available on request to Consumer Affairs.

The secretary will be required to:

- Type up minutes, attached to which are copies of reports and attendance sheets
- File the minutes in an appropriate place for the next year
- Send letters of thanks to any special guests and/or speakers.

An outgoing committee should be nominated to be responsible for:

- Obtaining contact details of all new committee members
- Providing new committee members with any forms that need to be completed as soon as possible, such as Police Check, and Working with Children Check.
- Informing outgoing and newly elected committee members of the handover meeting date, time and place.

REMEMBER TO CELEBRATE YOUR ACHIEVEMENTS!

Compliance

- Your organisation's constitution or the Model Rules

Where to get more information

- KPV Employer Management Manual, Sections 3.7.1 and 3.8.5
- Our Community: www.ourcommunity.com.au

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