



## **Annual General Meetings**

Annual General Meetings (AGM's) are held once a year, the first one being a year after the inaugural meeting. AGM's are where a group's committee reports back to the membership about what the group has been doing for the past 12 months. The Chair, Secretary and Treasurer should each give a report. The committee then stands down (resigns) and an independent person presides over the election of a new committee. Former committee members can be re-elected. A lot of business needs to be dealt with at an AGM so it is not always necessary or practical to have a guest speaker, although some groups choose to do so. Remember that when distributing leaflets to advertise the Annual General Meeting members must be given two weeks notice rather than the usual recommended four to five days.

### **Recognition Criteria**

Tenant & Resident Associations need to achieve certain agreed criteria in order to be recognised by Manchester Housing. Recognition allows groups to receive support in the form of training and funding and allows them to take part in consultation both locally and at a strategic level. These criteria are outlined in a number of model documents available from TPU, but the basic requirements to take account of at an AGM are that a group needs:

6 committee members (this is inclusive of officers such as the Chair, Secretary and Treasurer and not in addition to them)

A signed constitution which spells out their aims and objectives (refer to TPU's model Constitution)

To agree to meet the requirements set out in their constitution.

### **The Presiding Officer**

Below is the suggested format for holding an election at an AGM.

asks the current committee to stand down (resign)

asks for nominations for the role of the chair

asks for any nominations to be seconded

asks for any other nominations

if there are no other nominations, asks for a show of hands as a vote for the nominee to be elected into position. As long as there is a majority vote individual votes need not be counted.

if more than one nomination, asks for a show of hands for each of the nominees and if the outcome is not obvious votes will need to be counted

states which nominee has been voted into post of Chair

continues for each of the remaining officer and committee positions

when voting in "ordinary" committee members this is done by a majority show of hands

asks the new committee to join the top table

## **Variations**

### **Committee Election of Officers**

An alternative is to elect (or re-elect) the committee at the AGM and at the next committee meeting decide which individuals are best suited to carry out which roles on the committee.

### **Nomination Forms**

Tenant groups may decide to have nomination forms for people to fill in prior to the public meeting. These don't count as votes but are a useful way of recording who has been nominated and seconded. However it is still the people who are present at the meeting who must vote the committee into position.

### **Help & Advice**

If you need any further assistance or clarification on holding an AGM don't hesitate to Parkway Green Housing Trust.