

## Annual General Meeting 2020

The AGM, originally scheduled for May, was postponed when the Pavilion had to close. The committee have agreed to hold this year's AGM as a videoconference, using Zoom on **Thursday 13th August at 10:30.**

### Timetable for the AGM

- Closing date for nominations for the committee – 14<sup>th</sup> July.
- Closing date for any motions for consideration at the AGM – 14<sup>th</sup> July.
- Formal notice of the AGM - to be sent out by 17<sup>th</sup> July
- The agenda, details of nominations, voting arrangements & accounts for 2019/20 – to be sent out on 17<sup>th</sup> July
- Voting forms to be sent out before the end of July.
- Closing date for voting by email or post – 11<sup>th</sup> August.

### Nominations for the committee

All members of the committee have to seek re-election at the AGM. This year two members are standing down – the Chair and Secretary. The committee can comprise up to 12 members with a minimum of 5.

If you are interested in standing, please complete the nomination form (attached) stating if you are applying for the role of Chair, Secretary or Committee member.

### Information about committee roles

If you require further information about the committee or wish to discuss any specific positions please contact the Chair or Secretary.

### Voting arrangements

In view of the special circumstances and in accordance with advice received from the Third Age Trust and Charity Commissioners, this year it has been agreed to accept voting by email and post. The voting forms will need to be returned by the 11<sup>th</sup> August. Those present at the meeting (who have not voted before) will be entitled to vote on the day.

### Membership

Only paid up members will be able to stand for committee, propose or second nominations, and be entitled to vote. If you have not renewed your membership for this year please contact Maurice Chittock, Membership secretary, before the end of June.

### Quorum

It is a requirement that 20% of the membership should be present at the AGM or have voted beforehand. Therefore your support is essential to ensure this runs smoothly on the 13<sup>th</sup> August. If the quorum is not reached then the AGM would have to be deferred one month when no quorum is required.

Details of the AGM including the nomination forms will be posted on the website and Facebook group and included in the newsletter.

### Contact

For information about the AGM please contact Keith Phillips on <mailto:secretary@exmouthu3a.org.uk>