

Covid-19 AGM Advice

Your constitution

If your constitution has the clause in it that says if you are unable to reach a quorum at an AGM you can reconvene at a later date when the quorum is those attending. This means that you could reconvene when lock down ends at a monthly meeting when the quorum is those attending.

To take advantage of this you would need to advise your membership now that it is your intention to call the AGM but it being unlikely given the lockdown that you can achieve the quorum, that you will reconvene the AGM later in the year.

Those committee members who wish to retire now can still step down, and can be replaced by new committee members using the casual vacancy clause. These new trustees can be properly elected when you then have your AGM

The Charity Commission additional Covid-19 advice

I have copied this out below. This allows you to hold a virtual meeting for example using a system such as Zoom or a teleconferencing facility.

In order to use this your committee would need to have a virtual meeting to plan the AGM and formally note that you were using this form of AGM due to restrictions of Covid-19. You would need to state how you would aim to include your membership in the decision making for example you may ask the members who could not join the virtual meeting to indicate their preferences in advance in relation to any formal decision that were going to be made.

You would need to formally notify your membership of your decision and give the usual notices to your members about elections and resolutions. For example you could send the notice by email and ask those living nearby someone not on email to leave a paper notice in their front garden. The timelines in your constitution for running a normal AGM would need to be followed (or exceeded but not reduced)

It is advisable to ask those who are not able to join the Zoom meeting for their vote on elections or on resolutions in advance if this is what you had decided and noted at your planning committee meeting for the AGM.

You would then hold your virtual AGM following business in the same way that you would at a normal AGM.

You would complete draft minutes for the AGM

Notify the membership of decisions made

Send any updated constitution to the Trust

Send any notifications required to the Charity Commission for example if you are registered and have made changes to your constitution.

Charity Commission advice Holding meetings online or by telephone

In the current situation, it is becoming increasingly difficult to hold face-to-face meetings. Some charities have clauses in their governing documents that allow them to meet virtually or to use telephone facilities, so we advise trustees to check their governing document and see if they can make amendments themselves to facilitate changes as to how or when meetings are held.

Where there is no such clause in your governing document and you decide to hold meetings over the phone or using digital solutions, we will understand but you should record this decision and that you have done this to demonstrate good governance of your charity.