**UNISON Welfare**

22

**Annual General Meeting**

**Operational guide and procedures**

**UNISON Welfare Annual General Meeting**

**1.0 INTRODUCTION**

An Annual General Meeting (AGM) is a formal meeting of our charity and is a requirement described in our Constitution and Rules. This guidance sets out the many aspects that need to be considered in terms of planning, the meeting itself and post-event.

**1.1 Purpose of the AGM**

Our AGM is an opportunity for delegates to:

* Hear reports from the Board of Trustees on the achievements and work of the charity over the year.
* To thank volunteers for their work over the year.
* To present the trustees report and annual accounts
* Also to consider motions or changes to the Constitution.
* To elect new trustee members (occurs every two years).
* To give delegates an opportunity to ask questions.

**1.2 Regulations**

* Regulations concerning the Trustees Report and Accounts – Charity Commission Guidance CC refers.
* Regulations concerning the Annual General Meeting and delegates to the AGM – please refer to UNISON Welfare’s Constitution & Rules and, AGM Procedural Information and Guidance document.
* Regulations concerning changing our Constitution – please refer to ‘Changing your charity’s governing document (CC36) section on the Charity Commission website to see if approval is needed before amending the constitution.

**2.0 BEFORE THE AGM**

**2.1 Planning timetable**

Having a schedule of activities setting out who is responsible for what and by when will help ensure everyone involved is clear on what they are expected to do. A template guide is included in the useful documents section which is editable so that specific tasks can be assigned, deadlines added etc.

**2.2 When to have the AGM**  See 4.6

**2.3 Venue, date and time**

Set a date and time, and the length of the AGM – normally no longer than 1-1hour 30 (this is usually agreed by the Board of Trustees. Book the meeting room having checked that it is accessible and, large enough to accommodate a minimum of 300\* people. Think about the health & safety – for example, are there any hazards that we need to be careful of? Where are the fire exits? Decide what refreshments will be provided (check that there is a budget for this),and order these well in advance. Any special requirements will need to be conveyed to QED the company contracted by Unison to meet all AV needs (large events only).

**2.4 The annual report & accounts**

Preparation of the annual report & accounts and audit arrangements is the responsibility of the Head of Welfare and Finance Officer.This should be ready for circulation at least 4 weeks prior to the AGM.

**2.5 Notice of the AGM**

Produce a notice giving details about the AGM. This should include.

* Date, time and duration, venue
* Agenda (outline)
* Minutes from the last AGM
* Information about any election
* Biographies of any candidates standing for election
* Trustees’ report and accounts

\*NB The last four items will most likely be circulated with the joining instructions.

This notice should also be posted on the charity’s website and communicated through any other relevant channels.

Although the charity’s Constitution and Rules does not specific how much notice has to be given, it is a minimum 12 weeks’ notice is recommended.

**2.6 The agenda**

The charity’s logo and registration details should be included on the agenda. A copy of the standard agenda is contained in the ‘Useful Documents’ section. The final agenda requires Board approval but typically includes (order of business may vary):

* Apologies for absence
* Minutes of the AGM held on xxxxxx
* Matters arising
* Review of year
* To approve the Board’s report and accounts for the period 1 January – 31 December xxxx
* Appointment of independent auditor
* Motions/Rule changes
* Trustee elections

**2.7 Who should be invited?**

Invites should be sent to all listed in the Constitution and Rules as delegates to the AGM. Depending on where the AGM takes place, the Board may decide to open the event to visitors and how this is managed will need to be considered. Timing is also important so that newly elected branch welfare officers receive information. There is no charge to attend the AGM.

**2.8 Registration**

Registration is managed by the Support Staff Team Leader along with the Support Team. And, in conjunction with the Conference Team (registration via UNISON’s conference system).

**2.9 AGM paperwork and event guide**

All papers should be produced using a similar layout style throughout with standard margins, Arial 11 font. Bold fonts should not be underlined.

**2.10 Submission of motions/rule changes**

* The rules covering the submission of motions are contained within the AGM Procedural Guidance and Information document. These rules should be reviewed annually by the Head of Welfare in consultation with the Chair. Any changes to the rules require Board discussion and approval before notifying the process to those who can submit motions. (Note: The AGM should not be seen as a ‘conference’ and regional welfare committees are encouraged to raise ideas, proposals, concerns direct to the Board of Trustees as they arise. Consequently, while motions are rare, they remain a feature of the AGM process. The Board can also submit motions).
* A change to the Rules as contained in the charity’s governing document ‘Constitution & Rules can only be considered and agreed by the AGM. A change to the Rules requires a two-thirds majority of those attending.

**2.11 Staffing**

Support from 2-3 staff members is required at the AGM itself to cover aspects such as welcome and delegate registration, dealing with delegate queries, circulation of additional documents, ensuring:

* ‘Special needs’ requests have been met,
* Co-ordination with technical support e.g. agenda/timings run through, power-point presentations are all ready
* Liaison with others e.g. ballots, conference office, catering etc
* Trustee support etc, briefing the Head of Welfare/Chair of Board of Trustees on any matter requiring their attention.

Phone/email cover on this day will be managed by changing the recorded answer phone message, the email automatic response, advising Unison Direct, liaison with colleagues e.g. casework team leader.

**2.12 Speakers’ notes**

It is usually the responsibility of staff to produce speeches/speakers notes for each item on the agenda.

Chair’s briefing/opening remarks/closing remarks: Head of Welfare

Review of year: Head of Welfare

President’s speech: contact Head of Policy

Motions, rule changes, speakers notes: – Head of Welfare

Other guest speakers – the Head of Welfare or other delegated officer will ensure that guest speakers are given a suitable brief.

**2.13 Other tips & ideas**

Try to make the meeting enjoyable – think about making the business brief followed by a social with wine or refreshments.

* Have a speaker on a burning issue.
* Organise a raffle
* Have someone welcoming people at the door
* Have Board members around and welcoming people before the meeting

 starts

* Ensure key people are easily identifiable – suggestions include clear name

 badges, branded t-shirt/shirt for staff

* Consider promotional items also.

**3.0 AT THE AGM**

**3.1 Registration**

All attendees should be asked to sign in at the beginning of the meeting. A form listing all those who have registered to attend and clearly distinguishing between those who are delegates or visitors should be available on the day and so that attendees sign against their name.

**3.2 Quorum**

To make the meeting official, there is a ‘quorum’ for the meeting. The number required is contained within the AGM Procedural & Information Guidance document. Before the meeting starts, the Chair should be advised by the staff member overseeing the registration process that the meeting is quorate.

**3.3 Chairing the AGM**

The Chair of the Board of Trustees conducts the meeting and will usually talk through all the items apart from presenting the trustees’ report. Whilst the vice-chair usually takes on this role, the Board of Trustees will decide this each year.

**3.4 Start of the meeting**

At the start, the Chair will announce that the official business of the AGM has started. Once the official business has begun, all information should be recorded in the AGM minutes

**3.5 Apologies**

All apologies received in advance of the meeting should be recorded. The Chair will decide whether to read these out in full or, advise delegates that apologies will be recorded in the minutes. If a Board member gives their apologies, then it is usual procedure to mention this at the meeting.

**3.6 Voting**

It is important to decide on the voting system in advance of the meeting and ensure that it is explained clearly by the Chair at the meeting.

In general, voting only takes place on the following:

* Approval of the trustees report and accounts
* Motions
* Appointment of auditors
* Election of trustees

Most voting is done on a simple majority basis. The Board of Trustees will decide if the Chair has a second or casting vote in the event of a tie and this should be agreed ahead of the AGM. A change to the Constitution and Rules requires a two-thirds majority of delegates present to vote in favour of.

Custom and practice is for ‘delegates’ to be given a voting card on registration (this is a two-sided card with a ‘tick’ on one side indicating support and a ‘cross’ on the other side to indicate ‘not supported’). The Chair will normally call for a vote on a show of this card however there may be circumstances where a ballot is required. It is important therefore to be prepared for this and think about the materials that will need to be prepared in advance e.g. ballot paper, ballot box.

Neutral person(s) is required to count the votes. If so and, where the AGM is held during UNISON’s National Delegate Conference, this should be arranged in advance through colleagues in UNISON Finance who manage all ballot aspects during conference week.

Every two years (even numbered years), elections are held for six trustee positions on the Board. In this situation, the Chair will announce the election results either at the AGM or if vote count takes place after the AGM via email or other method decided upon. If, at the AGM, the name of successful candidates should be read out and recorded in the minutes.

**3.7 Minutes**

The minutes of the previous AGM should be circulated in advance the meeting. The Chair will ask those present whether the minutes are a ‘true and correct record of the previous AGM’ and should be asked to accept them. This should be recorded.

Minutes should be taken by the Support Staff Team Leader and should record the main decisions and actions agreed. Where there is an extended discussion on any item, the minutes should simply record that there was a discussion, the main points raised and the final decision and action agreed. (Note: a recording of the meeting is usually taken so that the SSTL is not required to take notes at the event itself.)

**3.8 Review of year and acceptance of the annual report**

* A report on the previous year’s activities and highlights for the forthcoming year is then given. This report is an opportunity to thank colleagues for their service.  This report is usually given by the Vice-Chair.
* Whilst an overview of the charity’s accounts usually forms part of the report referred to in the previous paragraph, the Board may decide that another trustee speak on this aspect of the report. As delegates receive the report and accounts in advance, they are given the opportunity to submit written questions ahead of the AGM and, within certain time limits, can expect to receive a written reply. Only those who have submitted a written question can raise a supplementary question at the AGM itself (see AGM Procedural & Information Guidance document).

**3.9 Changes on the Board of Trustees**

Any trustees standing down should be announced by the Chair who may also use the occasion to refer to any other person connected to the Charity who is retiring or who may have died during the course of the year etc.

**3.10 Guest speaker**

A guest speaker may be invited to talk on a matter of interest. Whilst it has become custom and practice to invite the President of Unison (this is arranged through the General Secretariat) this should be confirmed by the Board of Trustees in the early planning stages including suggesting anyone else who might be appropriate to include as a guest speaker. A minimum of 3 months notice should be provided.

**3.11 Any other business**

The Chair announces that the formal part of the meeting is over. Rarely, but in some circumstances, the Chair may ask for any other business. When all is completed the AGM is declared closed.

**4.0 AFTER THE AGM**

**4.1 Minutes**

The minutes of the AGM should be written up as soon as possible after the AGM ensuring that the salient points, the results of any vote and number of attendees is recorded.

A set of minutes (these are not approved until the next AGM) including a summary of all motions carried should be (i) included on the agenda for the next Board meeting and afterwards, (ii) posted on the charity’s website.

**4.2 Thanks**

A letter thanking guest speakers should go out as soon as possible after the meeting. Similarly, a thank you email should be sent to colleagues, QED (AV support) etc who helped make the AGM a success.

**4.3 Invoices**

There will be invoices to be paid and should be checked for accuracy, then passed to the Head of Welfare to approve and then to the Finance Officer to pay. The Finance Officer may be asked to provide a breakdown of all costs related to the AGM.

**4.4 Review & Evaluate**

A meeting to discuss what went well, changes/improvements that we would like to introduce should be convened as soon as possible after the meeting. The value of sending a short survey questionnaire to those who attended should also be considered.

**4.5 Report to next Board meeting**

A short report covering the key outcomes of the AGM, draft minutes, final numbers attending, any other feedback (also refer to 4.4 and 4.6) etc should be prepared for the first meeting after the AGM along with any proposals for changing arrangements for the following year.

**4.6 Next AGM**

Confirm venue/date of next year’s AGM as soon as possible after the event (this may be a recommendation in the report to the Board of Trustees – see 4.5 above) and, diarise the first planning meeting of all those who need to be involved and so that the timetable and allocation of tasks/roles can be agreed. When deciding a date, be aware that the Trustees Report and Annual Accounts will be one of the main items for presentation at the AGM. As these need to be independently audited, the timetable for this and their production needs to be taken into account.

The charity’s financial year runs from 1 January to 31 December making mid-May the earliest we can hold the AGM. While having the AGM during UNISON’s National Delegate Conference week has been a cost-effective option, the opportunity to hold a hybrid meeting either at or outwith conference should be considered to increase participation. Check/consider whether changes are needed to the C&R to allow for this – during CoVid, the Charity Commission advised that due to the unique circumstances charities could hold remote AGMs.

**4.7 Update this guide and related documents**

This document should be kept up to date at all times. This therefore requires any ‘agreed’ changes introduced between each AGM to be reflected in this document. It is the responsibility of the Head of Welfare to keep this document updated.

**APPENDIX 1 - USEFUL DOCUMENTS**

* **AGM registration form template**
* **AGM Procedural Information & Guidance**
* **Chair’s role at the AGM**
* **Model agenda template**
* **Motion template**
* **Covering letter to accompany the Trustees’ Report and questionnaire form**
* **Planning template**
* **Sample: Chair’s briefing**
* **Sample:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OUTLINE PLANNING SCHEDULE**(add month/date/person responsible) | Month 1 | Month 2 |  Month 3 | Month 4 | Month 5 | Month 6 | Month 7 | Month 8 | Month 9 | Month 10 | Month 11 | Month 12 |
| **Administration** |  |  |  |  |  |  |  |  |  |  |  |  |
| Produce event timetable  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Support team to add detail*  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Audit** |  |  |  |  |  |  |  |  |  |  |  |  |
| Agree audit dates |  |  |  |  |  |  |  |  |  |  |  |  |
| Pre-audit meeting  |  |  |  |  |  |  |  |  |  |  |  |  |
| Prepare accounts |  |  |  |  |  |  |  |  |  |  |  |  |
| **Trustees’ report**  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gather data for reporting |  |  |  |  |  |  |  |  |  |  |  |  |
| Produce first draft present to Board meeting for approval first meeting of year or to fit timetable. |  |  |  |  |  |  |  |  |  |  |  |  |
| **Board decisions required** |  |  |  |  |  |  |  |  |  |  |  |  |
| Timetable:AGM date/location/timetable as far as submission of motions |  |  |  |  |  |  |  |  |  |  |  |  |
| Review of AGM Procedural & Information document – agree any changes to |  |  |  |  |  |  |  |  |  |  |  |  |
| Approval of trustees report & accounts |  |  |  |  |  |  |  |  |  |  |  |  |
| Final agenda |  |  |  |  |  |  |  |  |  |  |  |  |
| Position on motions/rulechanges |  |  |  |  |  |  |  |  |  |  |  |  |
| Agree speakers |  |  |  |  |  |  |  |  |  |  |  |  |
| **Communications** |  |  |  |  |  |  |  |  |  |  |  |  |
| Delegates to AGM notified of key dates |  |  |  |  |  |  |  |  |  |  |  |  |
| RWC’s notified of key dates in relation to submission of motions |  |  |  |  |  |  |  |  |  |  |  |  |
| Information posted on website |  |  |  |  |  |  |  |  |  |  |  |  |
| **Evaluation & review** |  |  |  |  |  |  |  |  |  |  |  |  |
| Team review post AGM |  |  |  |  |  |  |  |  |  |  |  |  |
| Minutes produced |  |  |  |  |  |  |  |  |  |  |  |  |
| Above and report/agenda item for discussion at first meeting post AGM. |  |  |  |  |  |  |  |  |  |  |  |  |

COVER LETTER

Dear Colleague

**ANNUAL GENERAL MEETING:** xxxxxxxxxxxxx commencing at xxxx

**LOCATION:** xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

I would like to take this opportunity to warmly welcome you to this year’s Annual General Meeting (AGM). Also, a special welcome if you are attending for the very first time.

Enclosed with this letter are documents relating to the AGM together with your admission badge.

Your copy of the 20xx Trustees Report and Accounts will have already been sent to you via email along with information on how to submit a written question. This approach, which saves on printing costs, was agreed a few years ago.

Please ensure you bring all documents with you to the meeting. However, if you need a ‘hard’ copy of the Trustees Report and Accounts, email thereforyou@unison.co.uk by no later than xxxxx and we will have a copy available for collection on the day.

Admission to the AGM is only allowed on production of the relevant credentials. If you misplace your conference badge or, need your photo taken, please visit the Conference Enquiry Desk on arrival (do allow plenty of time as the enquiry desk can get very busy).

The registration desk for the AGM itself will open at xx am and close once the meeting commences at xxx. Refreshments will be available from xxx.

I look forward to seeing you on the xxx and hope you have an enjoyable time amongst friends. Should you have any questions or require further information, please email thereforyou@unison.co.uk.

Yours sincerely

**Head of There for You**

COVER EMAIL

To:  Delegates and visitors attending the There for You AGM

Date:

Dear Colleague

**ANNUAL GENERAL MEETING**: xxxxx commencing at xxxxx

**LOCATION**:

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I am delighted to enclose the Trustees’ Report and Annual Accounts for the year ended 31 December 20xx which will be presented at this year’s Annual General Meeting.

If you have any questions on the report and accounts that require addressing either at, or before the AGM, please completed the attached form and email to thereforyou@unison.co.uk by xx.  Alternatively, please hand the form in at the AGM registration desk when you register on xxxxxx.

If it is not possible to answer your question at or before the AGM you will be sent a written answer within 10 working days of the event.  This approach ensures that the fullest

possible response to questions can be given.  Please therefore include your contact details on the form.

Please note that:

* Registration for the AGM will take place between xxxxxxxxxxx
* The agenda and accompanying papers for the AGM will be mailed out on xxxxxxx.
* If you require a hard copy of the Trustees’ Report and Accounts please let us know and we will have a copy available for collection on the day

If you have any other questions relating to this year’s AGM, please email thereforyou@unison.co.uk or call 020 7121 5620.

I look forward to seeing you on xxxxx

Yours sincerely

**Head of There for You**

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**QUESTION ON THE REPORT & ANNUAL ACCOUNTS YEAR ENDING 31 DECEMBER 20xx**

Please note the instructions in the covering email that accompanied this form and submit your question in the space provided.

**Only one question per form** and return to There for You:

|  |
| --- |
| * UNISON Centre, 130 Euston Road, London NW1 2AY
* Email thereforyou@unison.co.uk
* Or, hand in when you register for the AGM on xxxxxxxx.
 |

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| --- | --- |
| **Branch:** | **Delegate’s Name:** |

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| **Section:** | **Page No:** | **Heading:** | **Para No:** |

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| **Address for Reply:** |

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| **Signed:** | **Position in Branch:** | **Date:** |

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| **QUESTION:** |

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| Date Rec’d | **Ack. Sent** | **Off. Resp.** | **Comments.** |
|  |  |  |  |

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**THERE FOR YOU**

There for You is the working name of UNISON Welfare

Charity registration number 1023552/SCO38305

**ANNUAL GENERAL MEETING**

**A G E N D A**

**Agenda Item 1**

Welcome and opening remarks

Chair: xxxxxxx

**Agenda Item 2**

Apologies

Chair: xxxxxxxx

**Agenda Item 3**

Procedural arrangements

Chair: xxxxxxxxx

**Agenda Item 4**

Minutes of the previous meeting and matters arising

Chair: xxxxxxx

**Agenda Item 5**

Review of 20xx

Vice-Chair: Debi Potter

**Agenda Item 6**

To receive and approve the accounts for the year ended

31 December 20xx

Chair: xxxxx

**Agenda Item 7**

Auditors

To appoint xxxxxxxx as the auditors

Chair: xxxxx

**Agenda Item 8**

Guest Speaker

President of UNISON: xxxxxxx

**Closing remarks**

Chair:

**PROCEDURAL INFORMATION & GUIDANCE AROUND**

**THE ANNUAL GENERAL MEETING**

[Note: There for You is the working name of UNISON Welfare a registered charity in England and Wales 1023552 and Scotland 38305]

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1. **Introduction**

Welcome to UNISON Welfare’s Annual General Meeting organised by UNISON Welfare. These notes explain how the AGM is organised and are intended to help the administration and business run smoothly for you. We want this event to be open and welcoming for new and experienced delegates alike. The AGM can consist of a mixture of motions and reports to be debated and guest speakers. Please also refer to UNISON Welfare’s Constitution and Rules for further information.

The AGM will be held at a time and venue that benefits the membership and taking full consideration of the best use of the Charity’s finances and resources.

1. **Composition of AGM**

The AGM is made up of the following groups:

1. Branch Welfare Officers or other branch delegate if the Branch Welfare Officer is unable to attend.
2. Regional Welfare Committee Members
3. Members of the National Executive Council
4. Board of Trustees
5. Head of UNISON Welfare and other appropriate officials

[UNISON Welfare Constitution and Rules 11(a) (i)-(iv) are ‘delegates to the Annual General Meeting’]

1. **Quorum**

The quorum for the AGM will be either one-fifth of the total of those eligible to attend from the delegate group referred to under 2(i)-(iv) above or, thirty – whichever is the fewer.

1. **Purpose of an AGM**

The aim of the AGM is to provide the charity trustees and/or officers the opportunity to explain their management of the charity to the members. It also provides delegates to the AGM with an opportunity to ask questions before voting on business items on the agenda*.*

1. **Order of business**

The Board of Trustees is responsible for determining the order of business however it may choose to delegate this role. The Board of Trustees can include any items of business they feel appropriate.

1. **Minutes**

Minutes of UNISON Welfare’s AGM can be made available to any member of UNISON on request. Copies of the previous year’s minutes will be circulated with the AGM papers for the following year.

1. **Motions**

The Board of Trustees and Regional Welfare Committees may submit motions for consideration to the Annual General Meeting. Regional Welfare Committees should bring all relevant matters to the Board of Trustees’ attention as they arise so that they can be dealt with at the earliest opportunity rather than wait for the AGM.

1. Regional Welfare Committees may submit motions in accordance with the following directions of the Board of Trustees:
2. Regional Welfare Committees may submit up to two motions.
3. Regional Welfare Committees are asked to consult their branch welfare officers where possible, prior to submitting a motion and include a signed statement to the effect that a majority of the branch welfare officers from their region support the motion.
4. Motions should set out the background and actions for their motion so that delegates have an understanding of the matter to be proposed and that the AGM, which is a time limited meeting, can deal with issues efficiently.
5. The Board of Trustees will not allow a motion on the AGM agenda in the following circumstances:
6. If in their opinion the motion or the matter to which it relates has been the subject of a motion debated at an AGM during the preceding 3 years or, is substantially the same as the subject matter of another motion proposed for the same meeting; or
7. If the Board of Trustees believes the motion could adversely affect the purposes of the charity.

Where there are motions for debate, the Chair of the Board of Trustees will make sure that all trustees and delegates to the AGM understand the effect and purpose of each proposed resolution before putting it to a vote.

In general, a resolution of the AGM is simply a recommendation to the charity trustees, who are under legal duties always to act in the best interests of the Charity. When a resolution is passed, the Trustees will review it and give effect to it where possible. But if they conclude that it is not in the Charity’s best interest, they cannot implement it.

The Chair will provide the proposer of any resolution up to 5 minutes to address the meeting and subsequent speakers will be given up to 3 minutes to put forward their views. As these rules apply to a charity Annual General Meeting, there will be no right of reply.

Emergency motions will only be considered if they are signed by the Secretary (or officer of the committee) and Chairperson and provide details of the date of the Regional Welfare Committee meeting at which it was adopted. Also, that the subject giving rise to the emergency makes it essential that the matter is heard by the AGM rather than discussion by the Board of Trustees. An emergency motion must be submitted five working days before the start of the AGM, unless there are exceptional circumstances. For further advice contact the Head of UNISON Welfare.

1. **Voting**

When AGM business requires a vote, only those delegates described at 2(i)-(iv) above have the right to vote. Those delegates with voting rights will be issued with voting cards. Where a vote is required, this will generally be done on a show of hands. Where it is unclear what the outcome is a more formal count of votes may be exercised either through the use of ‘tellers’ or ballot paper.

Generally a simple majority is all that is required for a decision. However, where a change to the Constitution and Rules is proposed, a majority of not less than two-thirds of those entitled to vote is required.

1. **Appointment of charity trustees**

Delegates will be entitled to vote in the election of six trustees onto the Board. Elections take place every two years with the election taking place in even numbered years. Delegates may not vote more than once for any candidate and voting is by way of secret ballot. Copies of the election addresses giving further information about each candidate is attached to the AGM agenda. NEC trustees are appointed to the Board in accordance with NEC rules.

1. **Questions**

A member or branch may submit written questions on the Trustees’ Report and Annual Accounts at any time.

Delegates registered to attend the AGM may submit written questions on the Trustees’ Report and Annual Accounts in accordance with the timeframe set by the Board of Trustees. As far as possible, these questions will be answered before the AGM itself.

Generally only delegates submitting a written question can raise a supplementary question on the issue at the AGM and subject to them giving advance notification in accordance with the timeframe set by the Board of Trustees. This will ensure that any additional information requested can be sought prior to the AGM. Where time allows this ruling may be relaxed.

1. **Members (or where a branch has registered a second delegate)**

Members of UNISON, and UNISON employees, or second delegates are welcome to attend the AGM where space permits but may not take part in the formal proceedings (this includes voting on any matter under discussion).

1. **During the AGM**

The Chair presides over the AGM for the whole agenda and at all debates. With the co-operation of delegates, business is processed quickly and without great formality. There are occasions, however, when the Chair may need to exercise their authority including the right to make a ruling on a question of procedures or a point of order. In these circumstances, the Chair’s ruling is final.

The Chair also has the authority to expel any delegate causing a disturbance and refusing to obey the call to order.

The Board of Trustees, the Head of Welfare and other senior officers may move reports and statements. At all times they will speak on behalf of the Board of Trustees.

1. **Speaking Time**

In order to ensure that all business is heard, the Chair will indicate any time limits on speaking time and, may intervene and ask a delegate to shorten any contribution.

**For delegates wanting to speak:**

Remember:

* When you speak give your name, branch and region
* Please try to be concise and keep to any time limits that have been agreed
* Please note that racist, homophobic, disablist or sexist remarks will not be tolerated.
1. **Constitution and Rules**

Members can at any time request a copy of UNISON Welfare’s Constitution and Rules.

1. **Formal Procedures**

It is hoped that the AGM’s business and any points that delegates may wish to raise can be dealt with by the Chair and the AGM without having to resort to formal bureaucratic procedures which many delegates find alienating and difficult.

However, if problems do arise the Chair will give instructions on implementing any formal procedures

Procedural Information and Guidance around the AGM

Adopted: 2003

Last reviewed: 2022