



# How to run a club AGM

## **Club constitution**

Club AGM's/ EGM's must be run as per current club constitution. Your club constitution must be in line with Swim Ireland rulebook and constitution template. Swim Ireland rules take precedent over club constitution. If in doubt contact your club support officer in advance of meeting.

## **Sign in**

Club members or their parents should sign in upon entry, a full list of club members and number of votes per family should be clearly marked on sign in sheet.

Ballot cards should be given to voting members should there be motions to vote on.

Election ballot paper should be given in the event of elections. These can be distributed at time of election also.

## **Seating**

Chairperson, secretary, and treasurer will be seated at a table at the top of the room. Other committee members should be seated at the front on the room.

## **Quorum**

Your club AGM/ EGM will have a quorum stated in your club constitution. You must meet this quorum to conduct the business of the meeting. The time allowed to meet the quorum will also be listed in your club constitution.

## **Starting meeting**

Once you meet your quorum you should aim to start your club AGM/ EGM on time and signify to members how long you expect the meeting to last.

Club chairperson opens the meeting, welcoming club members and any guests they have invited to attend or speak at meeting.

Club members should be reminded that the meeting will run according to the agenda, and in line with standing orders. Copies of agenda and standing orders should be available should anyone wish to review.

## **Apologies**

Any club member who has sent their apologies in advance should be announced and recorded in the minutes.

## **Minutes of the previous Club AGM**

This document should be circulated 14 days in advance (AGM only). Minutes do not need to be read aloud but time should be given to allow members to review. Chairperson should ask the floor for



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any matters arising, which should be included in current meeting minutes. Minutes of previous meeting should then be proposed and seconded.

## Reports

Chairperson should outline that reports will be presented and at the end of each presentation the floor will be open to questions. Club members will raise their hands and chairperson will work through the questions. All questions will be through the chair. Club members should stand and speak from the front of the room.

The following reports should be presented:

- Chairperson's Report
- Secretary's Report
- Treasurer's Report – should be presented on screen with copies of annual statement of accounts available for members
- Head coach's Report
- Club Children's Officer Report (under 18's club only)
- Additional reports as required Motions

Chairperson will announce the number of motions to be presented to the floor and indicate that they will be addressed one at a time. Standing orders should be adhered to for discussion of motions, chairperson should outline these requirements.

The motion should be presented by the individual who proposed it, in the case of the club committee, a member of the committee can be appointed in advance to present motion. If a motion is a perfunctory change, i.e. grammar, legislation; a discussion may not be required in advance of a vote.

Individuals who wish to speak in favour or against a motion should raise their hand and once indicated by the chairperson should proceed to the front of the room to speak, with a maximum time limit allowed per person.

Should an amendment to a motion be proposed the amendment should be voted on first and should it be successful the amended motion should then proceed to be voted on.

Votes will be by raising of hands or ballot cards, your club constitution will outline majority required.



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## **Election of club committee**

Club secretary should bring completed nomination forms to AGM and nominees announced. Where valid nominations have been received and no election is required the individual is deemed elected once no objections are raised from the floor. This should be read out to the club members and included in minutes.

An election is required when more than one individual is nominated for a position, if someone raises an objection to a single nomination there should be a vote and they would need to receive 50% plus 1 of valid votes. In the case of general committee roles, where an upper limit is denoted and more nominations than places are received an election must also be held.

In the event of election nominees should each be allowed a set amount of time to speak to the floor.

Ballot papers should be completed and returned to the table at front of the room. Two individuals should be appointed to count ballot papers. Once count is completed the chairperson will announce the results.

If there is an election for the role of chairperson and the current chairperson is nominee, the chair should hand over to another committee member (agree in advance).

## **EGM**

An Extraordinary General Meeting may be called at any time in the following circumstances:

- If a resolution to convene a club EGM is passed at the preceding club AGM
- If 20% of club members serve on the club Secretary a written notice duly signed seeking the holding of such a club EGM
- Where two-thirds of the club Management Committee resolve to convene a club EGM

A club EGM must be held within 14 days of receiving such a request and must allow for 7 days' notice to all club members.

The EGM shall be run in accordance with Swim Ireland standing orders, as amended from time to time.

The total number of eligible voting club members will be made available by the Management Committee to club members.

Only the specific matter outlined in the submitted EGM notice may be dealt with at the EGM.

## **Date for next AGM**

Where possible you should indicate to your members when your next club AGM will be held, i.e. month of June next year. This may also be indicated in your club constitution.