



Annual General Meeting (AGM) Success Criteria

1. Quorum

In order to run the Annual General Meeting (AGM), the Chair needs to determine if there are enough Primary Contacts and/or their nominated proxies present to hold the AGM – this is called quoracy. This is set at 1/3 of the number of Primary Contacts/proxies, and if not enough are present, the AGM is unable to go ahead and conduct formal business.

2. Primary Contact/ Proxy Target

Ideally more than a third of Primary Contacts and/or their nominated proxies would be present, and a target of having 65% of Primary Contacts/proxies attending should be achieved.

3. Membership Representation

All members are encouraged and a broad representation of membership should attend (Assistant to Director) from all backgrounds (Outreach, Recruitment, WP, International, UG, PG). A target of 10-15% attendance from the full membership should be achieved.

4. Member Engagement

AGM is a conversation space and success would also be deemed with the level of engagement, with different people seconding motions, and a broad range of questions/points being raised.