AGM Checklist

Help ensure your meetings comply with legal, regulatory and best practice requirements

Bevan Brittan

AGM CHECKLIST	✓

PRE-AGM PLANNING	
Confirm Board approval for AGM date, venue (or virtual platform), agenda and draft financial statements.	
Check if attendees have access to the right software, microphones etc, so that everyone is able to participate, listen and be heard. Carry out a test run to ensure the technology you are using is working, particularly if conducting a 'hybrid' AGM.	
Consider your agenda size and, if needed, build in time for comfort breaks.	

NOTICE	
How will notice of the AGM be given? Is this hard copy or electronic copy?	
Send the notice within the required timeframe (usually 14 – 21 days, check your governing document and don't forget to add time for service).	
Include all proposed resolutions in the notice, including any special resolutions, e.g. changes to your constitution?	

DURING THE AGM	

Will there be any presentations during the AGM? How will these be delivered? Ensure accessibility for all e.g. with captions/sign language? Will they be available afterwards via a secure platform?	
Ensure attendees are able to access documents, the annual report etc at the same time as accessing the meeting.	
Agree how attendees will indicate to the Chair that they wish to speak.	
Ensure that where portions of the meeting are to be recorded, there is consent in place from attendees.	
Agree how questions from members/shareholders will be handled including any questions submitted beforehand.	
If holding a virtual or hybrid platform, have a clear chat protocol e.g., should the chat function be available or limited, should private chat be permitted?	

VOTING	
Ensure quorum is confirmed; record all proxy and live votes accurately.	
Consider what voting method you'll be using (and how this will work virtually e.g. proxies, show of hands, poll, voting apps).	
Consider your arrangements for appointing proxies.	

OTHER GOVERNANCE DOCUMENTATION	

The requirements of your Standing Orders, Terms of Reference and other constitutional documents will need to be adhered to.	

POST-AGM	
Ensure the correct filings are made within the required time period following on from the AGM, including filing annual reports and accounts and, where necessary, any Board changes.	
Consider publication of AGM minutes and outcomes in accessible formats (including plain English versions) via your organisation's website.	
Share a summary of decisions with any tenant scrutiny panel/committee.	

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