{Name of Group} AGM 2023

{Date and time of AGM}

Attendance

{List of members in attendance/total number of members in attendance}

{Details of who chaired the meeting (usually the President), took the minutes for the meeting (usually the Secretary), and counted votes/ballot papers}

1. President’s/Club Captain’s/Project Coordinator’s Report

{Summary of main points of the President’s/Club Captain’s/Project Coordinator’s report e.g. key successes and challenges of the year}

1. Treasurer’s Report

{Summary of main points of the Treasurer’s report e.g. how society funds have been spent, financial health of the society}

1. Equality Officer’s Report

{Summary of main points of the Equality Officer’s report e.g. changes that have been made to make the society more inclusive}

1. Constitution Changes
2. {Constitution Change 1}

{Specific details of the proposed change e.g. ‘add an Events Officer to the committee, with the responsibilities of …’}

{Details of any arguments for/against this change}

Votes for: {Number of votes for}

Votes against: {Number of votes against}

**{Outcome e.g. ‘Therefore, the constitution will be updated and nominations and voting for an Events Officer will take place at the end of the AGM’}**

1. {Constitution Change 2}

{Specific details of the proposed change}

{Details of any arguments for/against this change}

Votes for: {Number of votes for}

Votes against: {Number of votes against}

**{Outcome}**

1. Committee Elections
2. President

There were {x} candidates for this role: {List of candidates for the role}

{Summary of any details of each candidate e.g. things they would do in the role}

Votes for {candidate 1}: {a}

Votes for {candidate 2}: {b}

Votes for {candidate 3}: {c}

Votes to Reopen Nominations: {d}

**{Outcome e.g. ‘Therefore candidate 2 was elected’}**

1. Secretary

There were {x} candidates for this role: {List of candidates for the role}

{Summary of any details of each candidate e.g. things they would do in the role}

Votes for {candidate 1}: {a}

Votes for {candidate 2}: {b}

Votes to Reopen Nominations: {c}

**{Outcome e.g. ‘Therefore candidate 1 was elected’}**

1. Treasurer

There were {x} candidates for this role: {List of candidates for the role}

{Summary of any details of each candidate e.g. things they would do in the role}

Votes for {candidate 1}: {a}

Votes for {candidate 2}: {b}

Votes for {candidate 3}: {c}

Votes for {candidate 4}: {d}

Votes to Reopen Nominations: 0

{As the constitution specifies use of single transferable vote, candidate 3 was eliminated and the second-place votes redistributed}

Round 2:

Votes for {candidate 1}: {e}

Votes for {candidate 2}: {f}

Votes for {candidate 4}: {g}

{Therefore, candidate 1 was eliminated}

Round 3:

Votes for {candidate 2}: {h}

Votes for {candidate 4}: {i}

**{Outcome e.g. ‘Therefore candidate 4 was elected’}**

1. Equality Officer

There were {x} candidates for this role: {List of candidates for the role}

{Summary of any details of each candidate e.g. things they would do in the role}

Votes for {candidate 1}: {a}

Votes for {candidate 2}: {b}

 Votes to Reopen Nominations: {c}

**{Outcome e.g. ‘Therefore candidate 1 was elected’}**

1. Events Officer

Nominations were taken from the floor for this new role. There were {x} candidates for this role: {List of candidates for the role}

{Summary of any details of each candidate e.g. things they would do in the role}

Votes for {candidate 1}: {a}

Votes to Reopen Nominations: {b}

**{Outcome e.g. ‘Therefore candidate 1 was elected’}**

1. Any Other Business

{Details of anything else anyone wanted to discuss that wasn’t in the agenda}

1. Close of Meeting

{Time meeting was closed}