

## Details of the Annual General Meeting 2021

### Venue

The meeting will be held in the Sacristy, City URC, Cardiff with seating for up to 100 persons in a way that conforms to Welsh Government guidance and in line with the Cardiff U3a approach to meetings.

A connection to the meeting using the Zoom platform will be made available for which members must register as for Open Meetings. Up to 100 may connect in this way. The communication to members will include the link to register.

### Quorum

A quorum will be declared if the number attending physically plus the number attending online is at least 10% of the membership on the date of announcement.

Failure to achieve a quorum will result in a further meeting being convened when the number attending shall be a quorum.

### Agenda

The Agenda for the AGM involves the approval of the Minutes of the previous AGM, a report from the Chair on the preceding year's business and a report from the Treasurer referencing the annual accounts. There then follows the election of Committee Members if necessary.

No existing Committee members have served for more than the allowed period and in view of current vacancies, no votes need be taken on Committee nomination for them.

New committee members - if any - can be accepted *nem con* without a vote in the same way unless there are more nominations than vacancies as the total Committee membership allowed for in the Constitution is twelve. If there are more nominations, a vote will be taken for each and the member receiving the highest at each vote will be elected until all vacancies are filled.

### Voting

In order to ensure the enfranchisement of all members and to have a record of all votes, members who have received papers by post will also have a voting form and will be invited to return a vote on specific items of the agenda by post. If they vote by one of these methods and then attend the face-to-face AGM, they must either not vote there or indicate which vote to allow to the Secretary.

There will be voting by show of hands amongst members attending in the Sacristy. In addition, members attending the meeting via Zoom will use the polling system to vote on the same items.

Voting results will be combined and the results announced.