

How to run a Society EGM

What is an EGM:

An Emergency General Meeting (EGM) is a chance for the society committee to meet in the presence of the society members to discuss a specific matter.

Reasons for calling an EGM can include, but is not limited to:

- To announce a committee member has stepped down
- To discuss a financial matter
- A vote of no confidence

A date, time and place should be decided in advance, including how long the meeting should last.

Agenda:

The agenda is a list of what you will discuss

An example is:

1. Introductions and apologies
2. The pressing matter
3. A.O.B.

Structure

- A good EGM will be structured with a chair, usually the society president, heading the discussion and ensuring that when drifting off topic the conversation is returned.
- Someone will be present to take the minutes of the meeting, usually the Vice President, which ensures a record is kept of what is suggested and the decisions that are made.
- The chair of the meeting should ensure that the length of the meeting is adhered to.
- It is common practice to have Any Other Business (A.O.B.) at the end of the meeting to allow those present to discuss anything not covered in the agenda.

Suggested EGM Timeline:

- 14 days before the date: announce the meeting to the society members, also giving notice to committee members if they want anything added to the agenda
- 7 days before the date: send papers and agenda to the committee members
- Day of event: hold the meeting as per the prepared agenda.
- 7 days after the meeting: the minutes are shared to the attendees and SU advised of decisions