



Branch AGM Guidelines

March 2023

Branch AGM

- ❖ Branches **have to hold a branch AGM.**
- ❖ Branches are not bound by the same requirements as stated in the constitution, for quorums and the giving of notice of meetings. These apply to Women in Farming Inc.
- ❖ Documents - **Branch Management** and **Committee Roles & Responsibilities**, provide branches with additional information about operating a branch and holding an AGM.
- ❖ Branches need to be transparent in decision making so aim for a good representation of members when decisions are made.
- ❖ If traditionally your AGM attracts low numbers, you may wish to set a minimum attendance number.
- ❖ Setting an achievable meeting quorum means you will have sufficient members present to make decisions considered representative of the wishes of the branch.
- ❖ The quorum for branch AGM meetings should not be set too high. There is little point in setting a number for a quorum then never being able to achieve decisions - particularly financial ones - because the number of members attending the AGM is always less than the required quorum.
- ❖ Voting should be by a simple majority which is half of the number plus one- e.g. 8 present, simple majority is 5.
- ❖ Branch executive or members can put forward a motion, ideally at a branch AGM (or a branch meeting if no other opportunity is available), so there is guidance for the quorum that will apply to all branch AGMs. You do not need to do this every year just the first time so there is a record of the decision. If you wish to adjust the numbers, a new motion can be put to another meeting.

Examples of suitable motion wording follow.

'That a minimum of 5 members must be in attendance for a branch AGM.'

'That the quorum for the branch AGM will be xxx (select a number) members.'

- ❖ If you change your branch fee for the current year at the AGM, a branch will need to contact the Executive Officer immediately following the meeting so that the fee amount can be adjusted on the website, before members pay their membership for that year.
- ❖ Many branches set their branch membership fee 12 months in advance so at the AGM in any year, the fee for next year is decided. This means the membership information on the website is current if your members renew memberships prior to the branch AGM.

- ❖ Encourage your members to go online to renew their membership as they become due 1st March.
- ❖ A **financial report** must be presented by the treasurer to branch members at the AGM. There is no requirement for the report to be audited. Following the AGM, the branch treasurer needs to send a copy of that report to the Women in Farming Treasurer - treasurer@womeninfarming.org.au It is acceptable for the secretary to send the report in the AGM minutes.
- ❖ **Elections** need to be held for whatever executive positions your branch operates with. President/Secretary/Treasurer are the usual positions. You may have a combined secretary/treasurer position.
- ❖ With any change of executive, please advise the Executive Officer via email so the Women in Farming contact list can be updated. Remember to advise of any change of email address even if the executive remains the same.

Ensure at least one member of the branch executive is monitoring your branch name @womeninfarming email address. Ideally, the secretary should use this address. This email is the contact one listed on the Women in Farming website for enquiries to your branch.