

ADVICE NOTE 3: ORGANISING AN ANNUAL GENERAL MEETING (AGM)

Shaded terms are explained in the Glossary at the end of this note.

Before the meeting you must:

1. Identify the deadline for holding the AGM by checking the group's entry in the [Register of APPGs](#). You must hold your AGM after the end of the group's reporting year but before its reporting deadline. Both dates are shown on the group's Register entry. You cannot hold the AGM before the end of your reporting year.
2. Check both Houses are sitting on your proposed meeting date.
3. The meeting must be held on the parliamentary estate.
4. Advertise the AGM in the All-Party Notices, in good time for parliamentarians to have at least one week's notice of the AGM. Please see the [whips' guidelines on how to submit a notice](#) (available on the intranet only). Or contact them at allpartynotice@parliament.uk or 020 7219 4333.
5. You must also advertise the meeting on your group's website, if it has one.
6. Please see [Advice Note 2 \(Security at APPG Meetings\)](#) for guidance about non-passholders attending APPG meetings.

Hints and tips

These matters are not covered in the rules, but it is good practice in advance of the meeting to:

- Make sure the Chair knows how many officers are to be elected, who they have to be and what constitutes a quorum at the meeting.
- Make sure key people can attend (including one MP).
- Ensure the officers have pre-agreed electoral procedures (including voting procedures and whether people can be elected in their absence).
- There are no mandatory titles for individual officers (apart from that of the 'Chair & Registered Contact'), but some commonly used ones are co-chair, vice-chair, secretary, and treasurer.
- Arrange a minute-taker.
- Circulate any papers such as the income and expenditure statement.

At the meeting:

7. The meeting must be quorate.
8. The meeting must be open to all Members of both Houses.
9. All parliamentarians (but no-one else) may vote.
10. At the meeting elect the group's officers.
11. The group must approve any income and expenditure statement required in respect of its reporting year.

After the meeting you must:

12. Within 28 days (or before the group's reporting deadline, if that is earlier) register the AGM result by sending the Office of the Parliamentary Commissioner for Standards a completed

[Registering the Result of an AGM Form](#). Do not enclose minutes, income and expenditure statements or any other documents with the form.

13. Update the group's website by publishing within 28 days:

- a. Minutes of the meeting (to include an attendance list, and details of decisions taken and the outcome of any elections);
- b. Any changes to dates of future meetings, or to the group's membership list;
- c. An [income and expenditure statement](#), if one was approved at the AGM.

NB: If the Group has no website or webpages where this information can be published, it must be retained and provided to enquirers on request.

Glossary

1. The start and end date of the group's [reporting year](#) and the date of its [reporting deadline](#) can be found on its register entry. The reporting deadline is normally four months after the end of its reporting year.
2. [Officers](#) must be elected as follows:
 - The group must have at least four officers;
 - Each of the group's officers must be either an MP or Peer;
 - At least two of the group's officers (including the Chair, who must also be the group's Registered Contact), must be MPs;
 - At least one officer must be from the government party or parties and at least one from the main opposition party;
 - Groups may appoint Peers to any position (including co-chair)—except for that of Chair and Registered Contact.
3. The [quorum](#) for the AGM is five Members of either House, which must include at least one MP.
4. If the group received, in its reporting year, over £12,500 from outside Parliament in money or in kind must produce an [income and expenditure statement](#).

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For advice contact: groupsregister@parliament.uk or 020 7219 0401
