

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

BEFORE THE MEETING

1. When to hold the AGM

- 1.1. You must hold your AGM between the end of the group's reporting year and its reporting deadline. Both dates are shown on the group's entry in the [Register of APPGs](#) and usually span a period of 4 months.
- 1.2. You must hold the AGM on a day when both Houses are sitting.
- 1.3. Do not hold the AGM before the end of your reporting year as you would then be reporting on only part of the year, not on the whole year as required.

2. Where to hold the AGM

- 2.1. Please see [Advice Note 7](#) for the latest guidance on how the Covid pandemic affects APPG meetings, including whether these can be held face-to-face or virtually .

3. Inviting people to the AGM

- 3.1. The AGM must be open to all parliamentarians (ie to all Members of both Houses).
- 3.2. You must notify all parliamentarians of the meeting by advertising it on the All-Party Notices (see para 4 below on how to do this).

The Parliamentary Security Department has provided the following advice:

- 3.3. APPG meetings must not be advertised as public meetings.
- 3.4. If the group wishes to invite non-passholders to the meeting they must receive personal invitations from the group.
- 3.5. The group's Chair (or a delegated officer or officers of the group) must approve the invitation list. When doing so they should consider any security concerns (eg uninvited guests gaining access to the meeting and disrupting it).

4. Advertising the AGM

- 4.1. You must give Members at least a week's notice of the AGM on the All-Party Notices (APNs) published by the Government Whips' office.
- 4.2. To do this you may have to send the Whips details of the AGM a couple of weeks before the AGM since they only publish the APNs once a week (on Thursdays) when the House is sitting, and less often during parliamentary recesses.
- 4.3. The details of what you must send the Whips, and when you must send it, are set out in their guidance on [how to submit a Notice](#). That guidance is only available on the intranet. If you do not have access to the intranet you can ask them for a copy by emailing allpartynotice@parliament.uk or calling 020 7219 4333 or 020 7219 2786.
- 4.4. In addition to adhering to the Whips' guidance on submitting a Notice, the Commissioner's office recommends that you include the following information in your Notice:

- The deadline for registering to attend the meeting, which should normally be no later than 6pm on the day before the AGM.
- Contact details for someone with a parliamentary email address who will act as administrator for the meeting and the voting. That person must provide the log- in details (if needed), and send out and receive any ballot papers (if used).
- The time of any voting regarding the election of officers (if different from the time of the meeting you are advertising on the APNs).

4.5. For other information about voting see para 7.

4.6. As well as advertising the AGM on the APNs you must also advertise the AGM on your group's website (if it has one).

5. **Some hints and tips for before the meeting**

The following are not rules agreed by the House but reflect advice provided by the Commissioner's office on good practice:

- 5.1. Make sure the Chair knows the rules on mandatory officers (para 8 below) and the quorum for the meeting (para 7 below).
- 5.2. Ensure the officers have pre-agreed electoral procedures, including how voting will be conducted (see para 7 below) and whether the group will allow a prospective officer to be elected in absentia.
- 5.3. Arrange for someone to take minutes of the meeting (para 10 below).
- 5.4. Circulate papers the group is due to consider at the meeting - eg its income and expenditure statement (see para 9 below).
- 5.5. Do not send mass emails or circulars to every Member of either or both Houses (eg inviting them to the AGM).

AT THE MEETING

6. Ensure the meeting is quorate

- 6.1. At least five Members of either House, including at least one MP, must be present at the AGM.

7. Conduct voting in accordance with the rules

- 7.1. All parliamentarians (but no-one else) may vote.

The following are not rules agreed by the House but reflect advice provided by the Commissioner's office:

- 7.2. How you conduct the vote itself is up to the group, in terms of the IT software you use for virtual meetings and the method by which attendees cast their vote.
- 7.3. Although you must record the outcome of any voting in the minutes of the meeting (see para 10 below), you do not have to include the names of those who voted or information about the numbers of votes cast.

7.4. See para 4.4 for information on voting that you may wish to include on the All-Party Notices.

8. Elect all the group's officers, in compliance with the following rules:

- 8.1. The group must have at least four officers.
- 8.2. Each of the group's officers must be either an MP or Peer.
- 8.3. At least two of the group's officers (including the Chair, who must also be the group's Registered Contact), must be MPs.
- 8.4. At least one officer must be from the government party or parties and at least one from the main opposition party.
- 8.5. Groups may appoint Peers to any position (including co-chair)—except for that of Chair and Registered Contact.
- 8.6. 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.

9. Approve the group's income and expenditure statement

- 9.1. If the group received, in its reporting year, over £12,500 from outside Parliament in money or in kind it must approve an [income and expenditure statement](#) at the AGM.

10. Take minutes of the meeting

- 10.1. These must list those who attended and record decisions taken, including the outcome of the election of officers.

AFTER THE MEETING

11. Register the outcome of the AGM with the Commissioner's office

- 11.1. Within 28 days of the AGM (or else by the group's reporting deadline if that is earlier) the group must register the outcome of its AGM. The group's reporting deadline is shown on its entry in the Register of APPGs.
- 11.2. To register the AGM result complete the [Registering the Result of an AGM Form](#) and email it to the Commissioner's office at groupsregister@parliament.uk.

- Do not enclose minutes, income and expenditure statements or any other documents with your form.
- If you are registering the result of more than one group's AGM send each group's form in a separate email.
- Please include the group's name in the email's Subject field.
- Do not submit your form in hard copy or via the postal service.

12. Update your group's website and records to reflect the outcome of the AGM

Within 28 days of the AGM (or else by the group's reporting deadline if that is earlier) the group must publish on its website:

- 12.1. Its income and expenditure statement (if it was required to produce one).
- 12.2. Minutes of the AGM.
- 12.3. Any changes needed to the group's list of past and future meetings.
- 12.4. Any changes needed to the group's membership list.

If your group has no website the Chair must instead retain the information cited in para 12 and provide it on request to enquirers.

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For advice contact: groupsregister@parliament.uk or 020 7219 0401 or 020 7219 3277