

How to Run an AGM

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CSC Secretary 2018/19



University of Dublin, Trinity College
Central Societies Committee
Lár-Choiste Na gCumann

Notice

- You must give appropriate notice to your members; the notice period will be specified in your constitution
- Email, posters and Facebook event
- Include date, time, venue and agenda

Agenda

- Reports from the officers (Chair, Secretary, Treasurer)
- Amendments to the constitution (if applicable)
- Elections for a new committee

Voting

- Some constitutions set out specific voting requirements, all other societies should follow the proper procedure recommended by the CSC (STV)
- You must ensure that individual, position-specific ballots are used (see sample)
- Membership must be verified before individuals can vote
 - NOTE: Some constitutions prohibit people from becoming members of the society X amount of days/hours before the AGM
 - An up-to-date membership list should be compiled and printed, or a soft copy should be available
- One ballot per member

Constitutional Amendments

- Constitutional Amendment Policy available on www.trinitysocieties.ie
- Please let me know seven days in advance of when you must give notice to your members
- Amendments must be proposed and seconded by members of the society
- Amendments must be voted on individually
- Simple majority of members present is required to pass *each individual amendment*
- You must email the outcome of the vote(s) to the CSC Secretary
- Amendments must be ratified by the CSC Executive before the constitution can be updated

First Past the Post

- This should be used either:
- (i) when an election consists of two candidates running for one position
- (ii) if your constitution requires it to be used at all elections
- Simply involves members indicating a single preference
- Winner is the candidate with the most preferences
- **Tie?** Check your constitution. If there is nothing in your constitution, you may decide to offer the outgoing Chair a casting vote, or flip a coin

Single Transferable Vote

- should be used either:
 - (i) when an election consists of more than two candidates running for one position; or
 - (ii) when multiple candidates run for multiple positions (for example, when 5 candidates run for 3 OCM positions); or
 - (iii) when your constitution requires that it be used for all elections

How to Run STV

1. Voters should be given ballot papers on which they may write the names of all candidates in the election, and express numbered preferences (1-8 where there are 8 candidates, for example) for as many candidates as they chose.
2. Ballot papers should then be collected. In order to be elected, a candidate must meet the quota of votes. The total valid poll is the number of votes cast (that are legible and have followed the instructions provided in denoting preferences), and the number of seats is the number of positions.
3. Proceed to count the number of first preferences for each candidate. If there is one position, and one candidate receives more first preferences than the quota requires, then they are elected and the election concludes.
4. If no candidate satisfies the quota, then the candidate with the least first preferences is eliminated. Please announce that, after the “first count”, [name of candidate] is to be eliminated and their votes redistributed. Please do this for every count (i.e. every time a count is concluded and a candidate is eliminated).
5. Once the candidate is eliminated, redistribute the first preferences that candidate received to those candidates who are marked as preference 2 on the ballot papers.
6. Repeat this process until the number of candidates required have satisfied the quota, or until there are only as many candidates as positions left.

$$\text{votes needed to win} = \left(\frac{\text{valid votes cast}}{\text{seats to fill} + 1} \right) + 1$$

Please Note

- Order of Elections: in order of seniority (Chair first, then work down)
- Hustings - check constitution but, if possible, you should offer an opportunity for candidates for Officerships particularly to speak to the meeting. These hustings should be kept brief, no longer than 2 minutes per candidate. You may decide to offer varying amounts of time depending on the seniority of the Officership.

Sample Ballot

Arrange alphabetically

Chair

Candidate Name	Vote 1,2,3 etc in order of preference

Treasurer

Candidate Name	Vote 1,2,3 etc in order of preference

Secretary

Candidate Name	Vote 1,2,3 etc in order of preference

P.R.O.

Candidate Name	Vote 1,2,3 etc in order of preference

OCM's

Candidate Name	Vote 1,2,3 etc in order of preference

Questions?

Email secretary@csc.tcd.ie