

# Inverkeithing Encore Meetings Policy



## Section 1: Annual General Meeting (AGM)

The purpose of the Annual General Meeting (AGM) is to provide a forum for the members of the community theatre group to review the past year's activities, discuss future plans, elect board members, and address any significant issues affecting the organization. The AGM ensures transparency, accountability, and member participation in the governance of Inverkeithing Encore.

The AGM shall be held once a year, within the first quarter of the calendar year. The exact date and time of the AGM shall be determined by the board of directors and communicated to all members at least 30 days in advance.

### Procedures:

#### 1. Notice of Meeting:

- A formal notice of the AGM, including the date, time, location, and agenda, shall be sent to all members at least 30 days prior to the meeting.
- The notice shall be distributed via email or within the WhatsApp group.

#### 2. Agenda:

- The agenda for the AGM shall include, but is not limited to:
  - Welcome and opening remarks by the Director.
  - Approval of the minutes from the previous AGM
  - Presentation of the annual report by the Director
  - Presentation of the financial report by the Treasurer
  - Election of Board members
  - Discussion of any proposed amendments to the bylaws
  - Open floor member questions and comments
  - Closing remarks

#### 3. Quorum:

- A quorum for the AGM shall consist of at least 25% of the voting members. If a quorum is not present, the meeting shall be adjourned and rescheduled within 30 days.

#### 4. Voting:

- Each voting member present at the AGM shall have one vote.
- Voting shall be conducted by a show of hands or by secret ballot, as determined by the board.
- Decisions shall be made by a simple majority of the votes cast, except for amendments to the bylaws which require two-thirds majority.

#### 5. Minutes

- The secretary shall record the minutes of the AGM, including all decisions made and actions taken.

- The minutes shall be distributed to all voting members within 30 days of the meeting and approved at the next AGM.

**6. Reports:**

- The Director and Treasurer shall prepare and present their respective reports, summarising the activities and financial status of the organisation over the past year.
- Copies of the reports shall be made available to all voting members at the AGM.

**7. Elections:**

- Elections for board members shall be conducted during the AGM.
- Nominations for board positions shall be submitted in writing to the Secretary at least 14 days before the AGM.
- Nominees must be present at the AGM or have submitted a written statement of their willingness to serve.

**Section 2: Committee Meetings**

The purpose of Committee meetings is to address urgent or significant matters that arise between Annual General Meetings (AGMs) and require immediate action or decision by the membership board. Committee meetings ensure that the organisation can respond promptly to important issues, maintain effective governance, and uphold the interest of Inverkeithing Encore.

Timing: Committee meetings can be called at any time as needed. The exact date and time of a Committee meeting shall be determined based on the urgency of the matter and the availability of the member's board. Meetings can take place virtually.

**Procedures:**

**1. Notice of Meeting:**

- A formal notice of the Committee meeting, including the date, time, location, and agenda, shall be sent to all members at least 7 days prior to the meeting.
- The notice shall be distributed via email or within the WhatsApp group.

**2. Agenda:**

- The agenda for the Committee meeting shall include, but is not limited to:
  - Explanation of the urgent or significant matter requiring attention.
  - Discussion and deliberation on the matter.
  - Voting on any proposed actions or resolutions
  - Open floor for member questions and comments (if applicable).

**3. Quorum:**

- A quorum for Committee meetings shall consists of at least 25% of the voting members or a majority of the board members, depending on the nature of the meeting.
- If a quorum is not present, the meeting shall be adjourned and rescheduled within 14 days.

**4. Voting:**

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- Each voting member or board member present at the Committee meeting shall have one vote.
- Voting shall be conducted by a show of hands or by secret ballot, as determined by the director.
- Decisions shall be made by a simple majority of the votes cast.

### **5. Minutes:**

- The secretary shall record the minutes of the Committee meeting, including all decisions made and actions taken.
- The minutes shall be distributed to all relevant members within 14 days of the meeting and approved at the next regular meeting.

### **6. Reports:**

- Any reports or documents relevant to the matter being discussed shall be prepared and presented at the Committee meeting.
- Copies of the reports shall be made available to all relevant members at the meeting.