



# NORMANDY CRICKET CLUB

## FORMALITIES FOR GENERAL MEETINGS

The purpose of this document is to provide further details on the processes for the holding of General Meetings further to the requirements of the Normandy CC Constitution. These notes are to supplement the Constitution which will be the binding document in the case of any dispute/discrepancy. The Committee has the ability to amend these guidance notes upon agreement at any Committee meeting.

### All General Meetings

All General meetings (primarily AGM/EGM) are to be arranged in compliance with the regulations as stipulated in the NCC Constitution.

An agenda for all General Meetings is to be circulated by the Hon. Secretary at least 7 days prior to the meeting date. The agenda is to detail resolutions or any other items that are to be voted on at the meeting.

Any resolution is to be voted on by a show of hands by those present at the meeting, providing that the quorum as defined in the Constitution has been achieved.

If the Resolution is for the purposes of the Winding up of the Club, or for any other Resolution at a General Meeting which is deemed appropriate by the Senior Committee, then votes are also to be arranged via mail/email/other suitable communication to enable those members unable to attend the meeting to be able to vote on the resolution ("Remote Vote"). At least 4 days prior to the arranged meeting, all voting members are to receive information from the Hon. Secretary detailing the Resolution and the mechanism by which they can cast their vote.

An attendance register is to be taken at any General Meeting at which a remote vote is being used in order to ensure that members only vote once. If any irregularity is encountered, then the Meeting Chair has the right to adjourn the vote to the following week at the same time and location or such other time as the committee decide. A new remote vote will be undertaken and any votes cast in the original vote shall be annulled.

### Election of Committee

At each AGM, the following Committee positions are to be appointed:

- Hon. Chair
- Hon. Vice Chair
- Hon. Treasurer
- Hon. Secretary
- Cricket Manager
- Colts Manager



- Designated Safeguarding Lead
- Ground Chair
- Bar Chair
- House Chair
- Function Hire Manager
- Social Media Manager
- Sponsorship Manager
- Hon. Auditor
- Membership Secretary
- Hon Fixture Secretary

Candidates for each position are to be put forward by a Proposer and a Secunder, each of which must be Full Members. Election of the Committee members is to be voted on by show of hands from the Full Members present at the AGM.

If for any reason a position is unable to be filled, or subsequently becomes vacant, the committee has the ability to appoint those positions at a future committee meeting subject to receiving a proposer and seconder from club members outside the committee and a committee vote on the appointment at the relevant committee meeting. Members are to be informed of any appointment/resignation within 7 days.

If no Committee can be formed as prescribed by the requirements of the Constitution (e.g. Composition), then an Extraordinary General Meeting is to be convened within 14 days of the AGM.

Sub-Committee positions do not require to be appointed at the AGM. However, the appointment of the following positions are expected to be notified to Members at the AGM:

- Club Cricket Captain
- Senior Team Captains
- Academy/Development Manager
- Registration Secretary

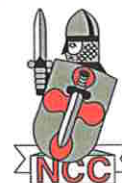
### **Minutes**

Minutes are to be taken at all General Meetings and stored centrally in a location for read-only access for the full Committee. They can be shared with Full Members on request to the Hon Chair or Hon Secretary. They are to be published within 7 days of the meeting.

### **AGM Agenda**

The following are the minimum agenda items to be covered in an AGM:

- Attendance – Committee members and other Full Members present (to establish Quorum)
- Apologies for Absence



- Summary of Minutes for Previous AGM
- Matters Arising
- Hon. Chair's Report
- Treasurer's Report
- Cricket Manager's Report
- Colts Manager's Report
- Election of Officers
- Subscription & Match Fees for coming season
- Recommendations from the Committee
- Recommendations for the Committee
- Any Other Business

**Apologies for Absence:**

If anyone is listed under Apologies for Absence, it is recommended that the Hon Secretary sends them a brief summary of the matters discussed within 7 days of the meeting taking place.

**Signed:**

NCC Chair

**Dated:** 15th May 2023

**Next Review date:** April 2024