AUBSU Clubs & Societies: AGM & Committee Elections Guidance

# Purpose of the AGM

Your Annual General Meeting (AGM) is your society or club’s most important meeting of the year. It should:

* Celebrate your achievements.
* Allow members to shape the club’s direction.
* Elect your committee for the next academic year.

# When to Hold Your AGM

* Ideally between March and May each year.
* Must be advertised to all current members at least 10 working days in advance.

# Advertising Your AGM

Use email, social media, group chats and AUBSU noticeboards to invite all members. Your notice should include:

* Date, time, and location.
* Committee roles up for election.
* Instructions on how to nominate.

# Pre-AGM Checklist

* Book a space (accessible and suitable for confidential voting).
* Ensure you have a Returning Officer (e.g. a club member not standing in the election, a committee member of another society or a Union staff member).
* Prepare a list of members eligible to vote.
* Arrange for paper ballots and a ballot box.
* Prepare a brief agenda.
* Share basic information about ATV voting (see below).

# Committee Elections

## Positions Typically Elected

* President or Chair
* Vice President or Vice Chair
* Treasurer
* Secretary
* Any other relevant roles (e.g. Social Sec, EDI Rep)

## Election Process (Mandatory)

1. Call for Nominations

* Candidates must self-nominate before or during the AGM.
* Each candidate must be a full member of AUBSU.

1. Candidate Speeches

* Each candidate must be given 2–3 minutes to speak.
* Members can ask one question per candidate, moderated by the Returning Officer.

1. Voting via Paper Ballot

* Must be anonymous and conducted in-person during the AGM.
* Only full club or society members can vote.
* If you're unsure who your full members are, contact studentunion@aub.ac.uk and we’ll help confirm.

1. Voting System: Alternative Transferable Vote (ATV)  
   *ATV is a preferential voting system where members rank the candidates in order of preference.*

* Voters rank candidates 1, 2, 3 etc.
* To be elected, a candidate must reach a specific quota of votes.
* If no candidate reaches the quota in the first round, the candidate with the fewest votes is eliminated and their votes are transferred to the next preferred candidate.
* This process continues until someone meets the quota.  
  It’s designed to:
* Ensure that winners have broad support from the group.
* Reflect the preferences of all voters, not just the most popular first choice.

For more detail, see: https://www.electoral-reform.org.uk/voting-systems/types-of-voting-system/

# Post-AGM Requirements

Please send the following to studentunion@aub.ac.uk within 7 days of your AGM:

* Signed minutes of the meeting.
* List of elected officers and their roles with AUB emails.
* Completed vote count record (template available from AUBSU).
* AGM attendance list (used to confirm quorum and membership).

# Need Help?

We’re here to help with:

* AGM planning.
* ATV templates and ballot slips.
* Membership lists.
* Returning Officer training.

📩 Email: studentsunion@aub.ac.uk  
📍 Or drop by the AUBSU Office.