



## **Virtual Annual General Meeting (AGM), County Convention and Provincial Council Meeting Guidance**

Due to the *force majeure* nature of Covid-19 and the restrictions in place for public health reasons on organised indoor gatherings, in the Republic of Ireland, Northern Ireland and other locations, we recommend the following:

- That the dates for Club / County / Provincial AGMs remain unaltered (see Rules 18.2 - 18.4).
- **Notwithstanding Rule 16.2, the recommendation is for a virtual remote platform with a quorum of 20% required (as per Rule 16.1).**
- It may be impractical for many reasons for a club to hold its AGM physically or virtually. An “incorporeal” AGM is acceptable within Rule and where the Club is satisfied that business can be carried out transparently and within the rules. This provision may apply to Clubs, County Boards and Provincial Councils.

## **Club AGM**

Shall be held on or before November 15th (with one exception, see below).

Agenda items shall be as follows:

1. Adoption of standing orders
2. Minutes of previous AGM
3. Secretary's report
4. Treasurer's report
5. Chairperson's address
6. Election of officers of the Executive Committee
7. Motions
8. Other business.

Notwithstanding the Rules, and in particular Rule 3.6 which imposes a limit on the length of time an officer may stay in office, the Executive Committee may appoint that same official to serve until the 2021 AGM subject to the following conditions:

- There are no other nominations for the position
- The vacancy still arises after the conclusion of the AGM
- The Executive is unable to find a suitable replacement.

Where a club is not in a position to hold an AGM, and notwithstanding Rules 18.2a and 16.2 of an Treoir Oifigiul, the following will apply:

- The Executive Committee shall decide on a date for the AGM Day and the business shall be transacted as follows:
  - a) Minutes of previous AGM adopted by the Executive
  - b) Members are given the option to submit questions on the Secretary's report, and any such questions to be answered by the Executive within one week of the date selected as AGM Day.
  - c) Members are given the option to submit questions on the Treasurer's report, and any such questions to be answered by the Executive within one week of the date selected as AGM Day.
  - d) Chairperson's address circulated at least 10 whole days before AGM Day.
  - e) Election of officers of the Executive Committee to be conducted by means of Delivered Vote, i.e. by means of post, courier, hand delivery or other means on or before the date and time to the place specified on the ballot paper.
  - f) Notices of Motion to be considered by Executive Committee no later than 2 weeks post AGM.
  - g) Other Business: members may submit queries / comments on the same date set down for submission of motions.

## **County Conventions**

Where County Conventions cannot be held by virtual remote platform and notwithstanding Rules 18.2b, and 16.2, the following shall apply:

- Only nominees who declare in writing to the County Secretary at least two weeks prior to the convention that they are standing for election shall be eligible.

Agenda items shall be as follows:

1. Adoption of standing orders
2. Minutes of previous AGM
3. Secretary's report
4. Treasurer's report
5. Chairperson's address
6. Election of officers of the Executive Committee
7. Motions
8. Other business.

Notwithstanding the Rules, and in particular Rule 3.6 which imposes a limit on the length of time an officer may stay in office, the Executive Committee may appoint that same official to serve until the 2021 AGM subject to the following conditions:

- There are no other nominations for the position
- The vacancy still arises after the conclusion of the AGM
- The Executive is unable to find a suitable replacement.

Where a County Board is not in a position to hold a Convention, and notwithstanding Rules 18.2a and 16.2 of an Treoir Oifigiul, the following will apply:

- The Executive Committee shall decide on a date for the Convention Day and the business shall be transacted as follows:
  - a) Minutes of previous AGM adopted by the Executive
  - b) Members are given the option to submit questions on the Secretary's report, and any such questions to be answered by the Executive within one week of the date selected as AGM Day.
  - c) Members are given the option to submit questions on the Treasurer's report, and any such questions to be answered by the Executive within one week of the date selected as AGM Day.
  - d) Chairperson's address circulated at least 10 whole days before AGM Day.
  - e) Election of officers of the Executive Committee to be conducted by means of Delivered Vote, i.e. by means of post, courier, hand delivery or other means on or before the date and time to the place specified on the ballot paper.
  - f) Notices of Motion to be considered by Executive Committee no later than 2 weeks post AGM.
  - g) Other Business: members may submit queries / comments on the same date set down for submission of motions.

## **Provincial Councils**

Where Provincial Conventions cannot be held by virtual remote platform and notwithstanding Rules 18.2c and 16.2, the following shall apply:

- Only nominees who declare in writing to the Provincial Secretary at least two weeks prior to the convention that they are standing for election shall be eligible.

Agenda items shall be as follows:

1. Adoption of standing orders
2. Minutes of previous AGM
3. Secretary's report
4. Treasurer's report
5. Chairperson's address
6. Election of officers of the Executive Committee
7. Motions
8. Other business.

Notwithstanding the Rules, and in particular Rule 3.6 which imposes a limit on the length of time an officer may stay in office, the Executive Committee may appoint that same official to serve until the 2021 AGM subject to the following conditions:

- There are no other nominations for the position
- The vacancy still arises after the conclusion of the AGM
- The Executive is unable to find a suitable replacement.

Where a Provincial Council is not in a position to hold a Convention, and notwithstanding Rules 18.2c and 16.2 of an Treoir Oifigiul, the following will apply:

- The Executive Committee shall decide on a date for the Convention Day and the business shall be transacted as follows:
  - a) Minutes of previous AGM adopted by the Executive
  - b) Members are given the option to submit questions on the Secretary's report, and any such questions to be answered by the Executive within one week of the date selected as AGM Day.
  - c) Members are given the option to submit questions on the Treasurer's report, and any such questions to be answered by the Executive within one week of the date selected as AGM Day.
  - d) Chairperson's address circulated at least 10 whole days before AGM Day.
  - e) Election of officers of the Executive Committee to be conducted by means of Delivered Vote, i.e. by means of post, courier, hand delivery or other means on or before the date and time to the place specified on the ballot paper.
  - f) Notices of Motion to be considered by Executive Committee no later than 2 weeks post AGM.
  - g) Other Business: members may submit queries / comments on the same date set down for submission of motions.



## General Guidance for Virtual Meetings

These virtual meetings can take place using either:

- Microsoft Teams
- Zoom

In line with **Rule 18**, an agenda (see Appendix) will be sent to all unit members at least 10 days before the meeting and in place of the venue a link for registration or the meeting should be attached.

Members can participate online using your smartphone, tablet, or computer. By participating online, the member will be able to view a live webcast of the meeting, ask questions online and submit votes in real time.

The Facilitator (likely to be the Unit chairperson or secretary) should host the meeting, start on time, and follow the agenda. They should announce to all participants that the meeting is being recorded; ideally this should also be included in the registration email to avoid any issues arising on the day.

The Facilitator will take a roll call of those virtually present at the meeting and confirm quorum for the meeting. **Rule 16.1**, the quorum for meetings of all Units of the Association must be 20 per cent of those entitled to attend and vote, in addition to the Officers present.

Once quorum confirmed, the meeting will be locked after the roll call, in order to protect the integrity of the meeting.

Participants who are present, confirmed as members of the association for 3 months prior to the meeting, over the age of 18 or a Unit delegate and have voting rights will be appointed Attendee status.

Once attendance has been confirmed, attendees will be muted and reminded that all questions and comments should only be made through the chair. The executive committee should decide whether they would accept questions via raise hand or Q&A function prior to the meeting.

All attendees will be asked to confirm they can use the functions required for the meeting including:

- Ask questions using Q&A function (if previous decided by executive committee)
- Use the raise your hand (if previous decided by executive committee)
- Test Poll
  - Poll should appear on your screen within 30 seconds asking you to vote yes, vote no or abstain.
  - Voting should be open and completed within 90 secs
  - Voting results will be shared with all attendees on their screen during the meeting.

All attendees will be muted during the presentation of Chairperson, secretary, and treasurer reports. Following the report presentation, attendees can ask a question or make comments and the facilitator can then unmute those attendees in turn.

The attendees will then be asked to vote in a number of polls or raise hands such as:

- Accept the minutes of 2019 AGM
- Accept 2019 Financial Statements
- Appointment of 2020 Executive committee (Rule 16.5)

Vote taken must be in line with **Rule 16.2** Decisions taken at meetings at all levels of the Association must be taken by a simple majority of those in attendance at the time of the vote, entitled to vote, and voting, motions for such decisions having been proposed and seconded. Decisions so taken will not be rescinded at any subsequent meeting except with the consent of two-thirds of those present at the time of the vote, entitled to vote, and voting.

According to **Rule 16.5** Election of officers as outlined in Rule 3.4 will be by secret ballot. Candidates for positions at all levels must be nominated, and, in each instance, the candidate's Club/County/College as applicable must be stated. In the event of there being more than two candidates for elected office at any level, election will be under the Proportional Representation (PR) system as outlined in Ard Chomhairle guidelines. In the case of two candidates, the candidate who obtains a simple majority of those in attendance at time of vote, entitled to vote, and voting, will be elected.

The Chairperson will formally close the meeting and take questions under AOB.

### **Using Microsoft Teams for virtual AGMs**

If using Microsoft Teams it must be organised and scheduled by a member of the current executive who holds an @camogie.ie email address using Office 365. This type of meeting is free of charge for Camogie clubs and the organiser should ensure they hold a practice session and are comfortable using this software.



Schedule a meeting in Microsoft teams using the following instructions:

<https://support.microsoft.com/en-us/office/schedule-a-meeting-in-teams-943507a9-8583-4c58-b5d2-8ec8265e04e5>

An invitation can be sent from Teams to all members over the age of 18 who have registered 3 months before the AGM.

Once the meeting has started, follow the meeting guidance provided. To allow for votes to be recorded the chairperson can decide either to use raised hands for voting or polls via Microsoft Forms.

Creating a poll within Teams follow the instructions using Microsoft Teams:

<https://support.microsoft.com/en-us/office/create-a-poll-in-microsoft-teams-a3f9112c-01e1-4ee4-bd88-25e4e243b80b>

If you have any trouble setting up the Microsoft Forms please use the instructions below:

<https://support.microsoft.com/en-us/office/send-a-form-and-collect-responses-2eaf3294-0cff-492d-884d-a1dee909e845?ui=en-us&rs=en-us&ad=us>

According to rule 16.5 Election of officers as outlined in Rule 3.4 will be by secret ballot. This means that the vote for members of the executive committee must be voted anonymously whereas all other votes are not required to be anonymous.

Microsoft Forms will automatically default as anonymous when the user selects 'share' and 'anyone with the link can respond'.

### **Using Zoom Webinar for Virtual AGMs**

Zoom has a very simple user interface and our virtual congress was successfully held in October using this software. However, this software requires an investment by the Unit holding the meeting. The optimum package for these meeting is the Zoom webinar software which allows anonymous polls to be taken for all votes required during the meeting.



The Zoom webinar software is available to purchase for €37 per month which allows 100 participants or €130 per month for 500 participants.

<https://zoom.us/>

The webinar should be scheduled, and participants asked to register for the event. This allows for the secretary or registrar to check attendees are members prior to being approved for the meeting.

Video tutorial for all features of Zoom can be accessed at:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Zoom ensures security as each registered member will be sent an individual link and settings can ensure each person can only access from one device. A passcode can also be assigned for each meeting.

Participants who need to present during the meeting can be moved to panellists when required and returned to attendees. The facilitators will be able to mute and unmute members to ensure that all questions and comments are directed through the chair.

The webinar software is an upgrade from the Zoom meeting and allows for the facilitator to launch polls for voting, these are anonymous and are in real time so the facilitator can immediately see and share the result if they wish.

**Guidance on setting up a webinar on Zoom and video conferencing on Teams is also available on the Camogie Association website.**



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**2020 Liberty Insurance All-Ireland Camogie Championships set to reach into supporters' homes**

The 2020 Liberty Insurance All-Ireland Camogie Championships are set for an exciting edition as they take place over a 9-week period beginning on Saturday October 17th as intercounty Camogie action makes a welcome return to the playing fields to conclude an unprecedented year.

13TH OCT 2020

#### **Appendix: A Camogie Club Notice Received re Virtual AGM**

*Hi all, a reminder to everyone that the Club AGM is scheduled for Thursday 12<sup>th</sup> November (this will be run remotely). All Club members will receive an email from the Club Secretary next week with (1) a nomination form on which to return proposals for officers and other elected personnel and (2) an invitation for motions and Bye laws (for example new/revisions to existing policies, changes to Club Constitution etc).*