**AGM 2022 FAQs**

**When is the next HELOA Annual General meeting?**

Wednesday 12th January 2022, 15:15 - 17:15

Carden Park Hotel, Cheshire & via Zoom

**What is an AGM?**

AGM stands for Annual General Meeting and it is the policy making body for HELOA. The Association has a legal requirement to hold an Annual General Meeting which gives members the opportunity to give a final stamp of approval for the work carried out by officers of the Association over the last 12 months and give approval, or not, to the proposals for the future running and development of the Association over the coming 12 months. By members using their vote they are directing the work of their Association

**Do I have to attend AGM?**

Members have the option to attend the AGM physically or virtually. Members attend the AGM in order to represent the views of their institution. Members are invited to speak, ask questions and vote (primary contacts) during the meeting and are encouraged to report back to institutions on the discussions and outcomes. Delegates attending the National Conference are expected to attend the AGM.

**How do I book onto AGM?**

To book onto the AGM, please complete the [HELOA AGM Form](https://docs.google.com/forms/d/e/1FAIpQLSd2LwBVkAz5udFYUqQC_3QAoKxZzziPXdU9NdIeYOScj5iHGA/viewform) by **Tuesday 4th January 2022**, even if you have completed the National Conference booking form.

This form can also be used to book onto the AGM Q&A drop-in session being held via Zoom on Tuesday 11th January 2022, 16:00 – 16:30.

**I can’t attend the AGM, how should I inform HELOA?**

To register your apologies for the AGM, please complete the [HELOA AGM Form](https://docs.google.com/forms/d/e/1FAIpQLSd2LwBVkAz5udFYUqQC_3QAoKxZzziPXdU9NdIeYOScj5iHGA/viewform) by **Tuesday 4th January 2022.**

If you are the primary contact for your institution, please complete this form to register your apologies and nominate a proxy.

**Is there anything I need to do to prepare for AGM?**

* Make sure you are familiar with the papers and understand the reports and motions. It is useful to discuss these with the relevant people in your institution so that you are clear about your institution’s views. Decide with your primary contact how your institution will vote on each report/ proposal, where possible.
* Ensure your institution has a representative at AGM and that a proxy has been nominated to vote should your Primary Contact be unable to attend.
* Submit any comments or questions for the UK Committee to your Group Chair prior to AGM.
* Notify the UKC VC (Membership and Administration) of any other business to be discussed at the AGM at least twenty-eight days before the meeting.
* Attend the AGM Q&A Drop In on Tuesday 12th January 16:00 – 16:30 where the Chair will provide: an opportunity to ask questions; a run-down of the structure and protocols of AGM; explain how to ask questions; and how to vote at AGM.

**How can I submit questions for the AGM?**

Discuss any comments or questions with your Group Chair prior to AGM and send any directly to the office or a member of Exec.

**What happens during the AGM?**

* Establishing Quorum - The Chair will first determine if there are enough Primary Contacts present to hold the AGM.
* Welcome and Introduction followed by Minutes of the 2021 AGM.
* UKC Reports – each member of the UK Executive will present their report (circulated prior to AGM and available on the website). There will be an opportunity for comments and questions before Primary Contacts or their proxies will vote on the motion.
* Financial Accounts - Audited accounts from last year and proposed budgets and subscription levels for the next will be presented to the AGM for debate. The AGM will then be asked to formally accept the audited accounts.
* Proposals - Matters relating to changes in policy and the Constitution will be presented separately in the form of proposals. Each proposal will be debated before being put to a vote.

**Can I vote at AGM?**

Each full institutional member of HELOA is entitled to a vote at the AGM. The Primary Contact, who represents the institution, will vote on behalf of all the institution’s members.

**What if my Primary Contact cannot attend AGM?**

If the Primary Contact is unable to attend the AGM, the institution can nominate another member from their institution to vote on behalf of the institution. To nominate a proxy, please complete the [HELOA AGM Form](https://docs.google.com/forms/d/e/1FAIpQLSd2LwBVkAz5udFYUqQC_3QAoKxZzziPXdU9NdIeYOScj5iHGA/viewform) by **Tuesday 4th January 2022.**

**How do I vote at AGM?**

Voting at the AGM will take place electronically via Mi-Voice, an online voting platform. Primary contacts and nominated proxies should receive an email from Mi-Voice on Tuesday 11th January 2022 with voting details and a single-use link to join the voting site which can be accessed through a browser. It is the role of the primary contact or nominated proxy to canvas the views of their institutional HELOA members and vote accordingly during the AGM.

**How can I get involved during the AGM?**

* Speaking – All full members are invited to make comments on the proposals to contribute to the discussion.
* Ask Questions – if there is anything that you would like clarifies or don’t understand, please ask.
* Second an item – when asked for a seconder, state your name and institution.
* Voting - Primary contacts or their nominated proxies will be invited to vote on each motion.

**How can I find out more about the AGM?**

* Contact your group chair or the VC (Membership & Administration)
* Discuss AGM details and questions at group meetings
* Attend the Q&A drop in, 11th January 2022, 16:00-16:30 via Zoom
* Access the [AGM pages](https://www.heloa.ac.uk/agm/) of the HELOA website
* Look out for the AGM HELOA bulletin

**How do I nominate a member for a Commendation of Contribution?**

If you wish to nominate a HELOA member for a Commendation of Contribution, please send a short paragraph (no longer than 300 words) stating your reasons for the nomination by **5pm on Wednesday 5th January 2022**to office@heloa.ac.uk.

Individuals who are nominated for a Commendation of Contribution would normally fulfil one or more of the following:

* To have actively been involved in representing a group of the association at national or group level and where their professional conduct has supported the aims of the association;
* To have been involved with the development of initiatives that have promoted the association at national or group level and where their professional conduct has supported the aims of the association;
* To have served as a UK Officer of the association and where their professional conduct has supported the aims of the association.

**How do I nominate a member for Honorary Membership?**

If you wish to nominate a HELOA member for Honorary Membership, please send a short paragraph (no longer than 300 words) stating your reasons for the nomination by **5pm on Wednesday 5th January 2022**to office@heloa.ac.uk

Nominations for Honorary membership should be for individuals who are no longer represented by institutional membership of the Association and are unlikely to be in the future, and therefore cannot be considered for HELOA membership, but have previously served to support the Association in achieving its aims and objectives.

**I am an Associate member, can I attend the AGM?**

Unfortunately, only full HELOA members can attend the AGM. An alternative session will be arranged for associate members to participate in while the AGM is happening. Alternatively, associate members can use this time to catch up on emails.