

## **A5 General Meeting: Checklist**

**01** **Title of the club/society**  
(as well as what appears on your bank account if different).

**02** **Meeting title**  
Including day, date, and purpose  
ie. AGM/SGM

**03** **Agenda of the meeting**

**04** **Attendance list**  
This should differentiate between financial members, and non-financial members if they are in attendance.

**05** **Meeting quorum**  
Whether it was met. Activate UTS requires a minimum of 6 financial members to meet quorum.

**06** **Meeting opening time**

**07** **Previous meeting minutes**  
Must have been voted to be accepted.

**08** **Reports from the Executive committee**

**09** **Existing committee stepping down**

**10** **Voting on new executive committee**

- a) Who nominated them, who seconded
- b) How many votes were cast for each member
- c) Who won the vote

**11** **New business**

**12** **Meeting closing time**  
Must have been voted to be accepted.

**13** **Executive committee contact list**

**14** **Bank Signatories**

**15** **AGM Sign In Sheet**