

Centre Council AGM - Helpful Guidance for Centres

This document is designed to provide helpful bullet points in relation to planning a Centre AGM. Full details can be found in part II of the CIWM Regulations ([here](#))

- Each calendar year, Centres should hold an AGM of Centre Members between 1st January and 30th April.
- Centre Members should be given no less than twenty-one days' notice in writing of the AGM.
- A quorum at an AGM shall be constituted by the attendance of either ten per cent or fifteen of the Centre's Chartered Members, whichever is the fewer.
- The Chairperson of the Centre Council should Chair the AGM or in their absence any other Centre Councillor may Chair the AGM.
- Every Chartered Member eligible to attend shall have one vote which may be exercised in person or by their proxy (see paragraphs 49-54 inclusive of the [Bye-Laws](#))
- Non-Chartered Members shall not be eligible to vote at any Centre Council AGM.
- Please refer to the AGM agenda template which is within the Volunteer handbook toolkit as this will provide details of what should be discussed at a Centre AGM.

For any queries or further information please contact the CIWM Member Support Team at membership@ciwm.co.uk

