

GOFOD3 Key Points.

- For years organising a GM followed a set pattern and ,on the whole, things worked well. (though I won't miss stuffing 500 + envelopes)
- Then a 'pesky little virus' (not the IT variety) forced organisations to rethink things
- Some opted for electronic meetings
- Most are now considering hybrid formats

So what do you need to consider :

- Your governing documents ,is there provision to hold a GM in electronic and/or hybrid format
- Is there provision for electronic voting
- How complex is your voting e.g. one person one vote or more complex (cite 63 as example of complex voting)
- Decide whether to take votes 'on the day' or beforehand.
- Voting ahead of the meeting can assist the flow of the meeting and prevent any hiatus due to the voting process
- As you are aware from the previous session, selection of platform and venue are key
- Ensure that the formal Notice of the meeting complies with timelines set
- Post all relevant papers on your website well in advance of the meeting
- Where elections are involved set clear timelines for receipt of nominations
- Have a fixed period for Registration and /or nomination of Proxies
- Allow time to verify registrations/proxies should you need to
- Have a fixed period for voting if doing it in advance of the meeting
- Appoint Tellers in advance so that they can oversee the process and verify the votes cast (mention excel spreadsheets)
- Make sure you assign roles to be undertaken on the day such as Host, Scribe and a moderator for Q's
- Ensure your Chairman has a schedule of 'noddy guide' so that there are no nasty surprises
- Test the system to ensure that role holders are comfortable and know what to do.
- Obtain permission to record the meeting
- Minutes should observe GDPR (use Chatham House style)
- Have written undertaken from those involved in supporting the meeting to remove all transcripts and personal information within a defined timeframe
- Ensure that everyone is able to participate in the meeting ,particularly those linking in electronically.
- Obtain feedback from all those involved and evaluate. Build on the experience.

Some other considerations:

- Consider opening the meeting early to allow participants to chat .
- For international audiences , timing is key. Don't expect a Chairman to run a meeting at 0400 hrs !
- Be pleasant and helpful to everyone, make them feel valued (even if they are trying your patience)
- Last , but by no means least, have a contingency plan if things go wrong.