**BRIEF DESCRIPTION OF PROCESSES AT THE WANDSWORTH LIBERAL DEMOCRAT AGM 10 NOVEMBER 2021**

The following description is offered in part for any member not familiar with zoom procedures; and in part to explain to all members how these procedures will be used in this particular meeting. Those who are familiar with the operation of zoom are invited to skip over the elements in what follows which are of an introductory nature.

**Entry into the AGM’S Virtual Meeting Room**

2 The ID number and the passcode of the zoom virtual meeting room have been notified to you in an email (or for some a letter) of notification of the AGM. These parameters are also published in this website page [www.wandsworthlibdems.org,uk/](http://www.wandsworthlibdems.org,uk/) agm\_2021, Entry to the virtual meeting room is possible from a wide range of computers and other electronic devices which connect to the internet. As advised by the AGM notification , you use your electronic device to go to the address <https://zoom.us/join> and fill in the ID number and the passcode. Those using PCs and some other devices can alternatively simply click on the link provided in the notification email.

3 The entry procedure will make use of Zoom’s waiting room procedure, which will work as follows. On entry, you will find yourself initially in a waiting room, with a message asking you to wait until the person operating the zoom program – known as the ’host’ - lets you in. The host will start the process of letting those in the waiting room into the meeting room at around 7.25 pm, thus enabling participants to arrive in the meeting room by the start time of 7.30pm in an orderly way.

4 As those familiar with zoom will know, you can put your screen adjusted to either ‘speaker’ or ‘gallery‘ view. The ‘speaker’ view gives you a picture of the speaker filling much of your screen; small pictures of other participants may also be available. ‘Gallery view’ gives an equal sized picture of all the participants. However, if a large number of people are present at the virtual meeting, the gallery view option may not be able to display all the participants on your screen at the same time.

5 It is important that participants avoid background noise in the location in which they are zooming, since such noise will interfere with the proceedings. Should any participant be unable to avoid such noise, the zoom host (which will be our chair Steve Bieniek) will need to put this participant on ‘mute’ to cut out the background noise. Under this arrangement you would be able to hear the proceedings , but not speak. The chair would of course unmute you if you wished to speak and it was your turn. The proceedings will be recorded to ensure that we have a reliable record of the decisions made (the recording will not be used for any other purpose).

**Speaking to the meeting and asking a question**

6 We are concerned that the processes will provide a full opportunity for members to speak at the meeting, and ask questions, in the same way as they can at a normal AGM based in a physical meeting. As with a normal AGM, the process is one of members who wish to speak or ask questions signalling their desire to the person – be it the chair or a presenter – who is in the lead for the agenda item concerned. The chair/presenter then announces who shall speak next.

7 The main difference from a physical meeting is that participants are asked to signal their desire to speak, or ask a question, by electronic means. Under this procedure, a participant uses the icon of a raised hand within the ‘reactions’ menu in the zoom controls. Clicking on this icon results in a raised hand appearing in the sub-screen for the participant within the overall zoom screen for the video conference. . The chair/presenter will announce who is to speak next, in the normal way, on the basis of these signals of who has something to say.

**Motions and Voting**

8 The motions planned to be put to the meeting are relatively straightforward:

* Approve the Local Party’s Accounts for 2019
* Approve a budget for the Putney Fund for 2021
* Appoint an independent examiner for the Local Party’s 2020 Accounts when available
* Under Agenda item 6, approve the unopposed candidates for election to their respective positions on the executive committee.

These motions will be put orally , and may be approved either by consensus or by taking a formal vote. Under the latter procedure, the zoom host (operating the zoom programme) causes a note on the relevant motion to appear on your screen, accompanied by three small boxes, one for supporting the motion, one for opposing it, and a third for abstaining. To take part in the vote, you click on the appropriate box for registering your choice. Once the chair has declared the time for voting completed, the zoom programme quickly totals the votes cast for each option, and registers the result on the screen of each of the meeting’s participants.

9 If there is a successful proposal to amend a motion at the meeting, the amended motion will be put to the vote.

**The Elections**

10 Nominations at the AGM can be made only by the candidate announcing their candidature publicly – that is to the meeting as a whole, including the Returning Officer; and by their being proposed and seconded in the same way.   Emails and text messages to the Returning Officer cannot be accepted as contributing to a valid nomination once the AGM has started, since there is no adequate basis for the Returning Officer to check the credentials of such messages.

11 When the meeting comes to agenda item 6 – the election of the 2022 Executive -  the Returning Officer will provide an adequate but not lengthy  opportunity for such nominations.  With this phase completed,  the Returning Office will declare the closure of the  time for nominations  and wil, announce:

* candidates who have been returned unopposed, and their positions, for the meeting’s approval. (Should approval not be available, it would be necessary for the meeting to take a series of motions, one for each of those who are unopposed, to approve (or not) each person in turn).
* The positions which are contested, and the identity of the contestants,

After the meeting, candidates for a contested position who do not wish to proceed to a ballot of all the members may withdraw by so notifying the Returning Officer before the end of 11 November (email address Matthew.bryant05@btinternet.com). After the 11th, the Returning Officer will submit the  names of the competing candidates to London Region for inclusion within an electronic  ballot which the Region will conduct of the Wandsworth Lib Dem membership using their established facilities and procedures.

12 Under the Rules for the Elections (also published on this website page) candidates in contested elections are allowed a week to submit a prospectus/manifesto of up to 250 words for circulation to Members with the ballot slips. This document should be provided in electronic form to the Returning Officer by 18 November at latest.

13 These provisions notwithstanding, members are strongly recommended to submit applications for membership of the Executive in advance of the AGM,  with the application form that has been distributed to members by email (and of which copies can be obtained from the Returning Officer). Guidance on the procedures is provided in a note to the AGM agenda, also posted on the website page wandsworthlibdems.org.uk/agm\_2021. The Returning Officer may be contacted for further guidance if needed.