



SGM and AGM meeting procedures 20 May 2024

1. All participants at the meetings are expected to behave in a respectful manner. The meeting is covered by the Society's [policies](#), in particular those relating to behaviour and discipline: [code of conduct](#) and [complaints](#).
2. Participants should speak only when they are called upon to do so by the Chair. Interruptions or heckling speakers by other participants will not be permitted. Questioners and speakers will be asked to introduce themselves before speaking. Speakers proposing or responding to the SGM motions will be limited to 3 minutes in total per side per motion. In the interests of fairness, the time limits will be strictly enforced. The proposers or responders can divide the 3 minutes between one or two people as they wish.
3. During the SGM and AGM vote to adopt the new rules, the time available for speeches and Q&A is fixed and will not be extended.
4. Only one question per participant until everyone has had a chance. Speeches during the Q&A will not be permitted. Even still, there may not be enough time for all participants to ask a question. Questions from ordinary members (members who are neither Trustees nor SGM petitioners) will be prioritised. Questions or answers that are not germane to the motions will not be permitted. All questions are to be addressed through the Chair. Only one respondent to answer will be called per question.
5. In respect of the SGM Q&A, the Chair is happy to accept from the petitioners a nomination of one of their number to answer questions on their behalf.
6. During the discussion at the AGM in relation to the motion to adopt the new rules, the Trustees will be given 3 minutes to present the case in favour of adoption. Thereafter, the floor will be given in priority to ordinary members. Speeches will be limited to 1 minute each. The same rules for the Q&A (see paragraph 4 above) will apply.
7. The SGM and AGM are adjacent with the general meetings commencing at 7:30pm. If the business of the SGM is concluded ahead of schedule, the business of the AGM will follow on after a short comfort break.
8. Any queries relating to these procedures should be addressed to the Chairman (chairman@dulwichsociety.com) at least 7 days in advance of the meeting, copied to the Secretary (secretary@dulwichsociety.com).

Voting

9. After the propositions, responses and Q&A the Chair will sum up including the Trustees' recommendations and an explanation of the voting procedure. Before votes the Chair will read the motions. In respect of the SGM motions and for the AGM motion for the adoption of the new rules, voting will be by ballot to ensure accuracy. One vote only is permitted per household. Ballot papers, one per household, will be distributed on arrival. Tellers, appointed by the Trustees and overseen by an independent scrutineer, will count the votes and tallies will be cross checked.

Appointment of trustees

10. Voting for officers and other trustees will take place individually. Where there is a contested election for officers or other trustees, the vote shall also be determined by ballot. Prior to voting, officer and trustee candidates will be invited to speak for not more than 1 minute, and make declarations of interest in other organisations which could give rise to a conflict of interest.