

# CLP AGM Guide

## A guide to holding your Annual General Meeting

### Online meeting version

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## **INTRODUCTION**

To be read alongside:

- Your Constituency Labour Party's standing orders.
- The Model Procedural Rules (Chapter 17 of the Labour Party Rule Book).
- Rules for CLPs (Chapter 7 of the Labour Party Rule Book)
- Procedural guidelines for the general organisation of Constituency Labour Parties (Appendix 7 of the Labour Party Rule Book)
- Online meeting guidance

The General Meeting shall be responsible for campaigning in the area, establishing objectives for your CLP in the constituency through political debate and policy discussion, setting targets for development of CLP organisation and promoting links with the wider community.

Your CLP must hold its AGM once a year to elect the officers that will manage the CLP the following year, as well as other positions and delegations.

Where vacancies on Executive Committees arise the CLP must fill the position by following the CLPs standing orders and procedures, which would normally involve by-elections at a General Meeting. Where an AGM is imminent, you may leave any positions vacant until the AGM, with agreement from your regional office.

## **DATES AND TIMINGS**

The annual meeting of your CLP should generally be held in the same month of each year or, in the event of such meeting not being held in that month for any reason, as soon thereafter as possible. This date should be laid down within your CLP's standing orders.

The annual meeting should not normally be held before May in any year. This ensures that affiliated organisations are able to fully participate<sup>1</sup> and that your CLPs focus in the first part of the year can be on any elections which usually take place in May. Many CLPs choose not to hold meetings in August due to school holidays, or have other times of the year they do not hold meetings in for various reasons. It is best to hold an AGM between June and December so you have a new executive in place to plan for upcoming campaigns well in advance.

*Due to the disruption of the COVID-19 pandemic, many CLPs have fallen out of their usual cycle of AGMs. The NEC has now agreed that delayed 2020 AGMs as well as 2021 AGMs should take place online. CLPs are expected to have undertaken an AGM by 31 July 2021. No CLP AGM shall take place between 1 January and 5 February 2020 (to ensure affiliates are able to fully participate), nor during the short campaign for the 2021 elections, which will begin in late March and end on 6 May 2021.*

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<sup>1</sup> See 'Affiliated Organisations' below.

*Labour Party Branch AGMs do not rely on delegates from affiliated organisations, therefore are able to take place between 1 January and 5 February so long as restrictions around a short campaign are not in place.*

*Where a CLP which organises on a delegate model has not held an AGM for whatever reason within the last 12 months, delegates to Annual Conference or any other body should not normally be appointed until the 2021 AGM at the earliest.*

***The scheduling of meetings must be agreed in advance with the appropriate regional/Welsh/Scottish office to ensure appropriate staff support can be made available and that AGMs are not detracting from the 2021 elections.***

## **WHO CAN ATTEND?**

Does your CLP operate an AMM (all members meeting) or a delegate structure?

### **ALL MEMBERS MEETING**

If your CLP has a structure where every member of the Labour Party in the constituency is able to attend General Meetings of the CLP, then every eligible member of the Labour Party in the constituency is able to attend the AGM.

### **DELEGATE STRUCTURE**

If your CLP operates a delegate structure, where branches and affiliated organisations appoint delegates, then only those delegates are entitled to vote at the meeting. If your CLP has provision for observers then it is important that there is a robust process in place to ensure only delegates are able to vote. For online AGMs in 2020/21, your CLP may wish to vary arrangements to not allow observers to simplify the administration of the online meeting and ballot.

If your CLP operates a delegate structure then the executive from the previous year is only able to attend if they have been reappointed as delegates or are due to speak at the meeting, for instance to chair the meeting up until a new Chair is elected, or to deliver their report on the previous year's activities. In the latter case their participation in the meeting must be confined to their reason for attendance - in particular they would not be eligible to vote.

The CLP should set a deadline for the notification of new delegates sufficiently far in advance of the meeting in order to ensure proper notice can be given to all delegates. Where an organisation has not notified the CLP of new delegates you should assume the previous year's delegates stand, providing they are otherwise eligible to attend.

## **AFFILIATED ORGANISATIONS**

Affiliated organisations entitled to participate the AGM will be those for whom affiliation fees for the previous year ended 31 December have been received at least 35 days before the date of the AGM. Where an organisation is newly affiliated for the year in which the AGM is taking

place, it will still be entitled to participate in the AGM providing affiliation fees have been paid at least 60 days prior to the AGM. For example:

- The Labour Hiking Society has been affiliated to Anytown CLP for several years. It paid its affiliation fees for 2019 on 1 November 2019. The Anytown CLP AGM is taking place on 1 July 2020. The affiliation fees for the previous year have been paid more than 35 days before the 2020 AGM, it is therefore entitled to participate in the AGM.
- The Labour Jogging Society affiliated to Anytown CLP for the first time in 2020. Its affiliation fees were paid on 1 February 2020. For a 1 July AGM, the affiliation fees have been received more than 60 days prior to the AGM. Therefore, it is also entitled to participate in the AGM.

Only organisations which are affiliated to the Labour Party nationally may affiliate to your CLP and therefore participate in the AGM. Providing an organisation meets the requirements laid out in Chapter 7 of the Labour Party Rule Book, it is not in order for a CLP to refuse a notice of affiliation. Note that some affiliated organisations manage their affiliation payments to CLPs via the national Labour Party. You should therefore check with your regional/Welsh/Scottish office for any such affiliations sufficiently ahead of your AGM to ensure proper notice is given.

## **MEMBERSHIP REPORT**

It is very important to have an up to date membership report to hand prior to the meeting so you know who is eligible to attend. Even if you have a delegate structure, you should check that all delegates are fully paid up members of the Labour Party in your constituency.

All attendees should be checked against the membership on arriving at or joining the meeting. You should check in advance with your regional/Welsh/Scottish office what level of checks are necessary. No-one who appears on your membership list as an eligible member should be barred from entry without first checking their status with your regional/Welsh/Scottish office.

## **WHO CAN ATTEND AN AGM?**

Only fully paid up Labour Party members are eligible to attend CLP AGMs. Members who are in arrears may attend providing their arrears are paid in advance of the meeting. If the CLP receives payments of arrears such monies must be transferred to Head Office as soon as possible to ensure records are kept up to date. Provisional members (usually those with less than eight weeks' membership) would not be eligible to attend AGMs. Suspended members are also not normally be entitled to attend AGMs. Delegates from affiliated organisations must also fulfil all of the criteria listed above.

## **HOW MUCH NOTICE SHOULD BE GIVEN?**

- 28 days' notice of an annual meeting must be given to all eligible affiliated organisations and Party branches. This gives organisations and branches time to conduct their own AGMs and appoint new delegates if they wish to. If an affiliated organisation does not give notice of new delegates then you should assume the previous year's delegates remain in place. Notice should be given to branches and affiliated organisations regardless of whether a CLP is arranged on a delegate or all member basis; this ensures that branches and affiliated organisation can participate engage appropriately with priorities for the year ahead.
- Seven days' notice of an annual meeting must be given to voting members eligible to attend. Best practice is to give more notice than this and many CLPs will circulate a provisional date for its AGM many months in advance.
- A notice detailing the business of the annual meeting shall be sent to all duly appointed delegates or eligible members prior to the meeting, this may be by email but provision must be made for postal notifications to those who do not have an email address on the membership system.
- For online AGMs in 2020/21 you may wish to include a request that members ensure their email addresses are up to date on Party records ahead of the AGM – particularly those members that don't currently have an email address on the membership system - so as many eligible members as possible are able to participate.

### **WHAT HAPPENS IF A NUMBER OF MEMBERS SAY THEY DIDN'T RECEIVE NOTIFICATION OF THE MEETING?**

If a large number of members say they didn't receive notification of the meeting, they should contact the regional/Welsh/Scottish office.

Providing the secretary can demonstrate reasonable effort having been shown to contact all members, whether by email or by post, then the business conducted at the AGM stands. It is helpful to hold your AGM in the same month each year, as it means that people know when to look out for information about the date and time it will be held.

### **HOW SHOULD NOMINATIONS BE RECEIVED?**

If the CLP has a delegate structure then **ALL** nominations must come from branches and affiliated organisation and cannot be made by delegates from the floor of the AGM. This is because delegates are there to make sure that branches views are heard and not necessarily their own. The EC should set a deadline when nominations should be received which will often be the same deadline for any notification of changes of delegates.

Best practice for CLPs with an all member structure is also to receive nominations in advance. This allows for full provision to be made for online voting (or for ballot papers to be prepared in advance for in person meetings) which makes the running of the meeting much smoother.

In any case, the notification of the meeting should make clear what process will be followed for nominations and should not then be deviated from. For online AGMs in 2020/21 it is strongly recommended that nominations should be submitted in advance to simplify the administration of the online ballot.

If, during an All Member Meeting, a position is not filled due to a lack of nominations or withdrawals, nominations may be taken from the floor. If the position is still not filled then it remains vacant until a future time in which it can be filled.

For a delegate AGM, any vacancies should be notified to branches for their next meeting to decide on a new nomination.

### **IS THE MEETING QUORATE?**

A quorum is the number of members required to be in attendance to enable the meeting to make decisions. Quorum is important as it ensures the decisions your CLP makes are representative of its membership. The Party's rules state that the quorum for Party meetings is:

- **All member model** - 5% of those eligible to attend or a fixed number to be agreed with the Regional Executive Committee.
- **Delegate model** - 25% of those eligible to attend or a fixed number agreed with your regional/Welsh/Scottish office.

### **ELECTING ROLE HOLDERS**

At the AGM, the votes for officers, co-ordinators, and auditors should be conducted by secret eliminating ballot either by preferential vote or in rounds.

The Rule Book specifies the following officers, though your CLP may have other roles as defined by your local rules and standing orders:

Chair, Secretary, Vice-Chair/Membership, Vice-Chair, Treasurer, Policy Officer, Women's Officer, BAME Officer (where established), Disability Officer (where established), LGBT+ Officer (where established), Youth Officer (where established), Trade Union Liaison Officer (where established), Political Education Officer (where established), Communications & Social Media Officer (where established). Candidates for equalities officers should self-identify as part of the group they are seeking to represent, while candidates for Trade Union Liaison Officer should be members of a trade union and, where a delegate system is in place, a trade union delegate.

Where ever possible the Chair should be elected first and then take the Chair for rest of the meeting.

For in person meetings, if your CLP operates as an All Members structure with a large number of people attending then it is advisable to hold all your elections on one ballot paper. This way you save time and paper in the process. In a delegate structure it may be advisable to hand out all your ballot papers when the delegate arrives. Failing this having some sort of delegate card that the person can show to identify themselves as an eligible voter.

For online AGMs in 2020/21 please see the Party's guidance on running online meetings for details of how to administer an online ballot.

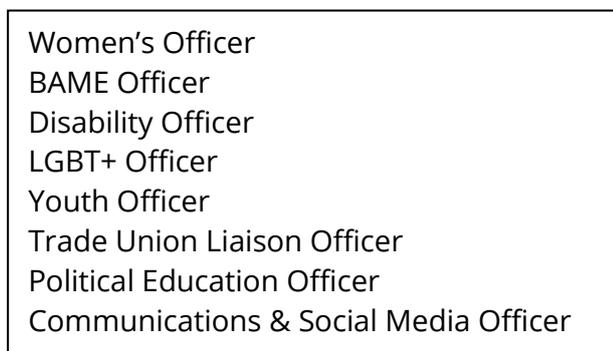
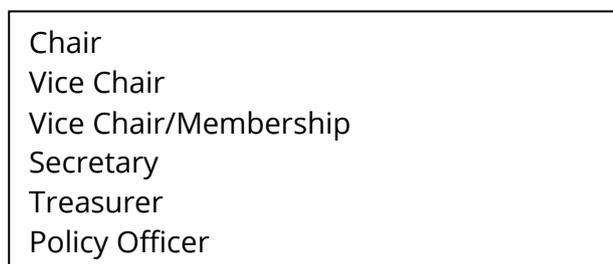
Job shares are available to all positions on the Executive Committee except the Chair and Treasurer. To be elected as a job share the two individuals must be nominated as such and cannot be agreed afterwards.

For more information on what each role holder does, please find the various [job descriptions](#) on the Labour Party website.

## **GENDER QUOTAS**

At least three of the top six positions as well as at least 50 per cent of officers overall must be held by women. Officers and co-ordinators should be elected in the order specified in the Rule Book to ensure this gender quota can be properly applied.

Please see the below diagram of how this should look.



Elections should be carried out in the order listed in the Rule Book. At the point at which the gender quota can no longer be met, subsequent elections would not take place until new nominations for women candidates can be received. The following example focusses on just the top six positions:

Position	Nominated	Result	Running total
Chair	2 men	1 man elected	1 man
Vice Chair	2 women	1 woman elected	1 man, 1 woman
Vice Chair/Membership	1 woman	1 woman elected	1 man, 2 women
Secretary	1 man	1 man elected	2 men, 2 women
Treasurer	2 men	1 man elected	3 men, 2 women
Policy Officer	2 men	n/a	3 men, 2 women

The maximum number of men permitted in the top six positions is three. Following the election of Treasurer, three men have been elected. Only men have been nominated for the position of Policy Officer the election therefore does not go ahead as it would not be in order to elect four men. This position would remain vacant until nominations from women have been received.

CLPs should be mindful that the Chair, the Secretary, and the Treasurer are important positions that need to be elected in order to keep the CLP operational. Where nominations received suggest that there is a risk these positions may not be filled due to the requirement for gender balance, CLPs may take relevant steps to prioritise these positions being filled. Branch Secretaries or other branch representatives are not required to be gender balanced. However, if your CLP has additional EC places for affiliated organisations, these places should also be included in the overall balance.

You must make sure that the officers as a whole meet the required gender balance. If you are unable to do so you must keep the positions vacant.

### **WHAT IS THE STANDARD PROCEDURE FOR SPEECHES AND/OR QUESTIONS FOR CANDIDATES?**

You have a lot of positions to elect and a perhaps a lot of candidates so it is best to limit the amount of time. If your CLP conducts AGMs with speeches then below are some helpful tips.

- If your CLP is electing the 14 officer positions and 3 people have been nominated for each and they are given up to 2 minutes to speak you would have taken up 84 minutes of the meeting without allowing for any time in between.

This does not account for the time taken for tellers to hand ballots out at in person meetings, or for the online ballots to be administered, or for the coordinator roles/LGC or various conference delegate positions that might also need to be elected as well.

- You need to gauge how long each election might last and account for it before the meeting starts. ECs should look at the nominations and agree on how many minutes per election. You could make the speech time dependent on the number of candidates. You may decide that speeches and questions are not allowed, and that written statements from each candidate are provided instead.

It is up to the Executive Committee to decide how long candidates will have to speak, including if they can be asked questions and how long that would take. If you do have time for questions, in the interest of fairness candidates for the same positions should be asked the same questions. Remember to consider the amount of time the other agenda items will take, including the voting itself, when working out your rough estimate of how long the meeting will take.

The EC may also want to consider holding the AGM over two meetings. The first could contain such things as outgoing reports with the new EC being elected in the following meeting.

Saving votes where there is a larger number of people to be elected, such as the election of LGC delegates or Conference Delegates, to the end means people can leave and hear the results at another time.

Unless your standing orders specifically state the voting method you must use the FPTP method to elect to positions where there is more than one person elected.

### **WHAT IF A CANDIDATE CANNOT ATTEND THE AGM?**

If a candidate cannot attend the AGM, they are still allowed to run for the position but it is up to the EC what procedure to use. One option could be allowing the candidate to write a written statement which they could ask another member to read at the meeting.

If the candidate is not in attendance they are also not able to withdraw a nomination. This means that they need to be included in the ballot even if they wish not to be. It is therefore worth requesting consent to be nominated from all candidates in advance of the meeting. This could save time if there is only one candidate after everyone else withdraws.

### **WHAT IF A DELEGATE CANNOT ATTEND THE AGM?**

If your CLP has a delegate structure and a delegate cannot attend the AGM their organisation would not be allowed to send a substitute. Only the delegate originally appointed by the branch or affiliate may attend. All delegates' names will have been submitted by the deadline set by the EC and therefore any one showing up at the AGM should be known.

### **HOW ARE AMENDMENTS TO LOCAL RULES & STANDING ORDERS MADE?**

The Model Standing Orders for Party units can be found in Chapter 17 of the Rule Book. The CLP will likely have its own version of these however if there has been a constitutional amendment made to Chapter 17 at the most recent Annual Conference then this needs to be updated. A CLP cannot choose to ignore amendments made by Annual Conference.

Any amendment to the standing orders must be made by a resolution carried at the AGM by a vote of two thirds of delegates present. If you have an AMM structure then it would need to

be carried by a vote of two thirds of members present. Any additions or modifications must be approved by the Regional Director/General Secretary in advance of the meeting as the amendment cannot take effect until after this has been done.

To assist CLPs in amending their Rules & Standing Orders a helpful [grid](#) has been produced that explains which sections the local party can amend.

## **MINUTES**

Minutes of the meeting should be taken. They do not need to record verbatim what was said by everyone in attendance. They should simply be a concise record of what happened at the meeting, ideally fitting on between one and two pages. The main things to consider are what elections took place and what the election results were - anything that someone in the future might want to refer to.

## **QUESTIONS ABOUT AND/OR BREACHES OF THE RULES AND STANDING ORDERS**

Any breach of, or question to, the rules or standing orders may be raised by a member at any point by saying the Chair they wish to make a "point of order". The Chair can then respond to this by either accepting the point of order or not.

The chair's ruling on any point arising from the rules or standing orders is final unless challenged by a minimum of four members. This challenge shall be put to the meeting without discussion and shall only be carried with the support of two thirds of the members present.

A Chair does not have to take another procedural motion for 20 minutes after the last one has been raised.

## **WHAT IF WE HAVE TO CANCEL THE AGM?**

When an AGM is not held for any reason or is abandoned without completing the business on the agenda, the AGM must be reconvened as soon as practicable in order for any necessary outstanding business to be completed.

In such circumstances, only those eligible to participate in the meeting as first convened, whether or not held, shall be entitled to participate in any reconvened meeting. This means that you should retain hold of the membership list/delegate list from the original meeting as that will be the same membership list you should use for the rescheduled meeting.

## **PRACTICAL CONSIDERATIONS:**

- Create and agree a timetable. With lots of dates and deadlines to think about the Executive Committee should meet well in advance of the AGM in order to set a timetable. This can be communicated to all branches and affiliated organisations. An example of this can be found below.
- Doors (either virtual or physical) to AGMs are not locked as with selection meetings. This means that a member can turn up when an AGM has already commenced and although they may have missed the vote for chair, they would still be eligible to vote in any other elections/motions. For virtual meetings the CLP Secretary should keep an eye on the virtual lobby throughout the meeting in order to allow entry for late comers.
- For an All Member's meeting AGM have an up to date copy of the membership list ready before the meeting. This way you know exactly who is able to attend and vote and can sign people in or admit them to the meeting. This is also helpful so you know the total number of members in the meeting who are eligible to vote.
- For a delegate structure AGM, have a list of named delegates from Labour Party branches and affiliated organisations.
- If you need to run eligibility checks it is useful to allow entry to the virtual meeting room well in advance of the start time. Once verified and in the room the member or delegate can simply switch off their camera and mic until the meeting is due to start.
- Setting up your online ballot tool prior to the meeting is also helpful. There may be occasions such as candidates withdrawing during the meeting which means this isn't always possible, however the vast majority of the set up can be done in advance of the meeting.

## **EQUALITIES BRANCHES**

Rule changes passed at Annual Conference 2019 mean that new equalities structures have a constitutional relationship with CLPs. This includes Women's Branches, BAME Branches, LGBT Branches, and Disability Branches. CLPs should also look to create Young Labour Branches. The rules for each of these can be found in chapters 10, 14, 15 and 16, 11 (A) respectively.

Guidance for transitioning to Women's Branch from a Women's Forum can be found on the [Labour Party website](#). Guidance for other branches will be published soon.

Once established, all of these branches are entitled to send delegates to the General Meeting of the CLP. The delegate entitlement should be written into the rules of the CLP under the section titled 'basis of representation' and agreed at the CLP AGM.

For more information on amending your local rules and standing orders please visit the Rules & Standing Orders page on the [Labour Party website](#).

**EXAMPLE TIMETABLE**

<b><u>Event</u></b>	<b><u>Date</u></b>
Executive Committee agree timetable	10/01/2020
Final date for newly affiliated organisations to be accepted to the CLP	13/01/2020
Deadline for affiliated organisations to pay affiliation fee	07/02/2020 ( <i>must be at least 35 days prior to AGM</i> )
Notice to be sent out to all branches and affiliated organisations	14/02/2020 ( <i>must be at least 28 days prior to AGM</i> )
Branch AGMs	14/02/2020 – 06/03/2020
Deadline for Branch AGMs to be completed and delegate/nominated candidate names to be received.	06/03/2020
Deadline for affiliated organisations to notify of who their delegates are.	06/03/2020
Deadline for receipt of local rule book and standing order amendments from branches and affiliated organisations	06/03/2020
CLP AGM	13/03/2020

**MODEL TEXT FOR NOTICE BY POST**

**LETTER OR EMAIL NOTIFYING PARTY ALL MEMBERS OF BRANCH AGM**

Dear [Member],

I am writing to invite you to the upcoming AGM of the [name of branch] Labour Party Branch on the [date of AGM]. Due to the continued restrictions around physical meetings we will be using the virtual meeting platform [name of virtual meeting platform]. Please click through the below link to enter the meeting room.

[link to virtual meeting]

To help make admission to the meeting smoother we will open the virtual 'doors' to the meeting at [time] however the meeting won't begin until [time].

For all members over the age of 18, please ensure that you use your full name when signing in so that you can be identified.

To be eligible to attend this meeting your membership must be up-to-date and you must have been a party member for at least eight weeks. All outstanding arrears must be made in advance of the meeting in order for you to attend.

If you wish to stand for a position on the branch Executive Committee please inform me by replying to this email no later than [date].

Please find the below AGM agenda. [add and remove from agenda as appropriate]

1. Minutes of the last AGM
2. Matters arising
3. Reports from current Branch Executive Committee Officers
4. Elections of branch Executive Committee Officers.
5. Elections of Delegates to CLP [delete if the CLP is an AMM]
6. Nominations for CLP Officers
7. CLP/Branch Rule Changes
8. AOB

***By email* - Your AGM ballot will be sent to this email address if you would rather receive your ballot to a different email address please let me know by [date] so I can ensure your membership record is updated.**

***By post* - If you are receiving this notification by post it is because we do not have an email address on file for you. In order to fully participate in this meeting you will need an email address. If you have an email address please let me know by [date] so I can ensure your membership record is updated.**

If you have any further questions please don't hesitate to contact me.

Many thanks

[name]

[name of branch] Branch Secretary

**LETTER OR EMAIL NOTIFYING PARTY ALL MEMBERS OF CLP AGM**

*ONLY SEND THE BELOW TO MEMBERS IF YOUR CLP HAS AN ALL MEMBER MEETING STRUCTURE*

Dear [Member],

I am writing to invite you to the upcoming AGM of the [name of CLP] Labour Party on the [date of AGM]. Due to the continued restrictions around physical meetings we will be using the virtual meeting platform [name of virtual meeting platform]. Please click through the below link to enter the meeting room.

[link to virtual meeting]

To help make admission to the meeting smoother we will open the virtual 'doors' to the meeting at [time] however the meeting won't begin until [time].

For all members over the age of 18, please ensure that you use your full name when signing in so that you can be identified.

To be eligible to attend this meeting you must have been a party member for at least eight weeks. All outstanding arrears must be made in advance of the meeting in order for you to attend.

If you wish to stand for a position on the branch Executive Committee please inform me by replying to this email no later than [date].

Please find the below AGM agenda. [add and remove from agenda as appropriate]

1. Minutes of the last AGM
2. Matters arising
3. Reports from current CLP Executive Committee Officers
4. Elections of CLP Executive Committee Officers
5. Election of delegates to LGC
6. Election of delegates to Annual Conference
7. CLP/Branch Rule Changes
8. AOB

***By email* - Your AGM ballot will be sent to this email address if you would rather receive your ballot to a different email address please let me know by [date] so I can ensure your membership record is updated.**

***By post* - If you are receiving this notification by post it is because we do not have an email address on file for you. In order to fully participate in this meeting you will need**

**an email address. If you have an email address please let me know by [date] so I can ensure your membership record is updated.**

If you have any further questions please don't hesitate to contact me.

Many thanks

[name]

[name of CLP] CLP Secretary

### **LETTER OR EMAIL NOTIFYING CLP DELEGATES OF AGM**

*ONLY SEND THE BELOW TO MEMBERS IF YOUR CLP HAS A DELEGATE STRUCTURE*

Dear [delegate name],

I am writing to invite you to the upcoming AGM of the [name of CLP] Labour Party on the [date of AGM]. Due to the continued restrictions around physical meetings we will be using the virtual meeting platform [name of virtual meeting platform]. Please click through the below link to enter the meeting room.

[link to virtual meeting]

To help make admission to the meeting smoother we will open the virtual 'doors' to the meeting at [time] however the meeting won't begin until [time].

For all members over the age of 18, please ensure that you use your full name when signing in so that you can be identified.

To be eligible to attend this, you must have been elected as either a CLP delegate or a delegate of an affiliated organisation. All outstanding arrears must be made in advance of the meeting in order for you to attend.

Please find the below AGM agenda. [add and remove from agenda as appropriate]

1. Minutes of the last AGM
2. Matters arising
3. Reports from current CLP Executive Committee Officers
4. Elections of CLP Executive Committee Officers
5. Election of delegates to LGC
6. CLP/Branch Rule Changes
7. AOB

***By email*** - Your AGM ballot will be sent to this email address if you would rather receive your ballot to a different email address please let me know by [date] so I can ensure your membership record is updated.

***By post*** - If you are receiving this notification by post it is because we do not have an email address on file for you. In order to fully participate in this meeting you will need an email address. If you have an email address please let me know by [date] so I can ensure your membership record is updated.

If you have any further questions please don't hesitate to contact me.

Many thanks

[name]

[name of CLP] CLP Secretary

### **FURTHER QUESTIONS**

If you have any further queries please get in touch with either your regional/Welsh/Scottish office, or contact the Governance and Legal team at [legal\\_queries@labour.org.uk](mailto:legal_queries@labour.org.uk) as well as visit the [CLP Hub](#) on the Labour Party website.