**How to Run an SGM or AGM Using ANRCI Rules**

1. If you are proposing a new Constitution or major changes to one, circulate the first draft to the members as soon as possible.
2. Find an appropriate date and place about 8 weeks ahead of your current date – in order to allow for enough time to get everything sent out in a timely manner without driving yourself nuts!!!
3. Let members know their membership must be current to vote or to nominate. Remember not everyone is online or has Facebook!!!
4. Sit down with a calendar and write down all these dates!!!!
5. The first notification letter must be in members hands 42 days (6 weeks) before the SGM/AGM. So if the meeting is to be on a Saturday, members must have this letter on the Friday 6 weeks before. ***Default AGM/SGM First Letter* Include *Default Amendment Form***
6. By 28 days (4 weeks) before the SGM Members must have returned their Amendment or Proposal forms. Only things that are on the Agenda can be discussed at the AGM so these proposals must be included in the Agenda.
7. By three weeks before the SGM/AGM any members wishing to vote must have a valid membership (so you need to advertise widely that this is so). Let current members know if they need to renew their memberships in order to vote (ie paid their membership 15 months ago and haven’t renewed!)
8. The Agenda must be in the hands of the members at least 14 days before the SGM. Only things on the Agenda can be discussed. You also need to send out the nomination forms with this letter. ***Default AGM Agenda, Default Second Letter, Default Form of Appointment of Proxy, Default Nomination Form***
9. Nomination Forms for the Committee must be in by the date set before the meeting. We ask people place them in an envelope and write on the back and we don’t open them until at the SGM. Stops all conspiracy theories….
10. Proxy forms must be in the Secretaries hands 24 hours before a meeting. Or if unable to get them to the secretary by then, the secretary needs to be notified by 24 hours before the meeting that a Proxy is coming in and who it is held by.

These Rules are based on what WARCI hasd in its Rules. Why are our Rules so pedantic? Because there was a time when WARCI had members that flouted the rules and found every loop hole to disrupt an AGM so these rules ensure that it is fair, open and that everyone can have their say.