

A one-day course examining the legal and compliance issues around running a company AGM

The annual general meeting is more than just a procedural obligation: it's a vital opportunity for shareholders to meet the board, receive the report and accounts, elect or re-elect directors, and vote on resolutions. In the wake of the Companies Act 2006, it's never before been more crucial that companies get it right.

This interactive one-day course examines the issues for company secretaries and others involved in organising and running an AGM. The course will examine the role of the secretary and board members before, during, and after the meeting, and will look in-depth at the legal obligations and corporate governance practices around AGMs. Areas covered include planning, timing and other year-end issues; the role and duties of the chairman; notice periods and resolutions; voting procedures and proxies; and communications after the event.

Programme

09:00

Registration & tea/coffee

The Annual General Meeting

Why hold an AGM and when should the AGM be held?
Routine AGM business
Corporate governance requirements

Preparing for the AGM and the role of the secretary

Venue, date and planning the agenda
Annual accounts and reports, trading updates
Who else should be involved?

Providing AGM Notice

Minimum notice period and content of notice
Circulars and explanations required to accompany the notice
Resolutions to be considered at an AGM
Member's resolutions
Who should receive notice of an AGM?
Circulation of the notice
Proxy cards and special notice

The conduct of the meeting

Role and duties of the chairman
Right to attend
Quorum
Types of resolutions
Voting on a show of hands, procedure on a poll
Procedural resolutions, adjournment and amendments

Dealing with disorder

Right to speak and dealing with interruptions and disorder
Chairman's powers and ejection
Vote of no confidence

After the meeting

Minutes and announcement of results
Website publication of proxy voting
Communications with shareholders

Future developments

Virtual meetings, voting in advance
Webcasts and other technical developments

16:30

Questions
