



## Pre-AGM Procedures

In accordance with Clonduff GAA Constitution and National Recommendations The Clonduff GAA Club Annual General Meeting (AGM) will take place every year in November when the Executive Committee and ALL Executive positions are deemed vacant.

Date, time and venue are set at the Pre-AGM meeting in September.

All Executive members should submit their reports to Secretary before the end of October for inclusion in Secretary's Annual Report.

Written Notification of AGM and Nomination Papers are distributed 3/4 weeks prior to AGM (Rule 8.5.2) preferably by email; arrangements for hand-delivery to those members who do not have email address; Also in Club Notes for 28 days prior to AGM.

AGM Documentation (rule 8.5.3) to be circulated to members, via website, so as to give the members seven-ten days clear notice before the meeting:

- (a) Copy of the Agenda for the meeting
- (b) Copy of the Annual Report of the Secretary
- (c) Copy of the Financial Statements, including the Report of the Accountant(s) or Auditor(s) and Sub-Committees.
- (d) Details of the Nominations for election to the Executive.
- (e) Copies of any motions/recommendations for consideration at the meeting

Any addition or amendment to the Club Constitution must be submitted to the County Board for approval by the County Committee – Rule 14.1

Outgoing personnel may be nominated for their current or another position.

As agreed at AGM 2011 and in accordance with National recommendations, Chairperson and other Officers to stand-down from their posts after completion of 5-year tenure.

In accordance with National recommendations, if an Executive Officer's post remains unfilled, the incumbent may remain in situ until such time as a suitable replacement is selected and approved.

Signed (Cathaoirleach)

*Breadan O Muiri*

Date: 01/01/2013

Signed (Rúnaí)

*Anita Br Ní Bhranagain*

Date: 01/01/2013