



UNIONEN

# AGM check lists

**Separate appendix to the brochure Dags för årsmöte**  
(Time for the Annual General Meeting, brochure in Swedish)

# Plan the Annual General Meeting with check lists

Use the lists in this brochure to tick off what needs to be done or considered – prior to, during and after the AGM.



Use the brochure **Dags för årsmöte** as a guide if you need further help with planning your AGM. The brochure is available in Swedish, you will find it when you log in to Mitt Unionen at [Unionen.se](http://Unionen.se).



# Check list – prior to the Annual General Meeting

## Time and venue for the AGM

- The AGM is to be held no later than 28 February every year. The branch board decides where and when the meeting should be held. Choose a date that suits as many people as possible and preferably a venue that is easily accessible for all.

## Notice and agenda

- No later than 14 days prior to the AGM, the members must receive notice and the agenda. The faster you send out the date for the AGM, the greater the chance that more people will manage to allocate time for the meeting in their calendars.

## Motions

- Members and branch board have the opportunity to send in motions to the AGM. Decide on a closing date for submissions. Bear in mind that those on the board must have the chance to read through and submit a statement on each motion prior to the AGM.

## Nominating committee

- The nominating committee produces proposals for members prior to the branch board elections that take place during the AGM. They will want to meet the branch board members to find out whether you wish to continue in your positions.

## AGM documents

*The following documents must be compiled by the branch board prior to the AGM:*

- Agenda
- Activity report (board's annual report)
- Balance sheet
- Income statement
- Auditors' report
- Activity plan
- Motions

*The following documents must be compiled by the nominating committee:*

- The nominating committee's proposals for candidates prior to the branch board elections.



Do contact Unionen's regional offices if you require help with planning or carrying out the AGM.

# Check list – during the AGM

## The formal functions

At the start of the AGM, you appoint:

- chair
- secretary
- minutes adopters
- tellers

It is often natural for the branch chair to chair the meeting. It is also fine to appoint someone else, e.g. an ombudsman from Unionen's regional office. The minutes adopter and teller can be the same person if you wish.

## Agenda

- The meeting follows the agenda but can also bring up other items if at least two-thirds of the participants approve a specific item. However, the meeting cannot make a decision on the issue before the branch board has had the chance to express its views.

## When to vote

- When voting and in elections, each member has one vote. To be able to make a decision, it is necessary for more than half to have voted for a proposal or a person.
- When voting:* If an item receives an equal number of "for and against" votes, the meeting chair casts the deciding vote, provided that they are a branch member. Otherwise, the decision is made by drawing lots.
- For elections:* If there are more than two candidates and nobody has received more than half the votes, a new election is held in which you vote between the two candidates with the highest number of votes. If none of the candidates receives more than half the votes, the election is decided by drawing lots.

## Everyone should be able to get involved and understand

- Write down during the meeting who wishes to speak (speaker list) and how long each speaker may speak (speaker time).
- Be clear and avoid jargon and abbreviations.

# Check list – after the AGM

## Minutes, activity report and auditor's report

- A copy of the adopted AGM minutes is to be sent to Unionen's regional office no later than 31 March.
- Also send in the activity and auditors' reports.

## Is your branch new?

- Register it with Unionen by filling in forms at [unionen.se](http://unionen.se).

## Report union representatives to Unionen

- Report the names, assignments and mandate period of the representatives. Can be done in Medlemsadministrationen (Member Administration), which can be accessed via [unionen.se](http://unionen.se).

## Inform the employer of the representatives

- Provide information on each person's name, assignment and mandate period.

## Send motions to Unionen's regional council

- Closing date for submissions is 28 February.

## Activity planning

- What is to be done? Who is to do what? Add time for planning.

## Union training

- Review who needs training.

## Budget

- Make a preliminary budget for the year.



Have you ticked off all the items on the check lists? Congratulations! In that case you can download new **AGM check lists** under the heading "Blanketter och dokument" (Forms and documents) at [unionen.se](http://unionen.se) – in preparation for next years' planning.

**Unionen is Sweden's largest trade union on the private labour market and the largest white-collar trade union in the world. We have more than 650 000 members, of which 30 000 are elected representatives, in over 60 000 companies and organizations.**

**Unionen has members in everything from major international Groups to small family companies. Our vision is to create security, success and satisfaction in working life.**

**UNIONEN**

[www.unionen.se](http://www.unionen.se)