

UNIONEN



# AGM check lists

What you need to do before/during/after  
the Annual General Meeting

# Plan the Annual General Meeting with check lists

At [unionen.se](https://unionen.se) there is information (in Swedish only) about what an Annual General Meeting (AGM) is and everything you need to know to plan and carry out your AGM. There is also special information for those planning to hold the meeting digitally.



# Check list – prior to the Annual General Meeting

Feel free to use the AGM Tool (in Swedish only), which helps you with planning prior to the actual meeting and also when reporting on assignments and writing the minutes afterwards. The tool can be found on the My Assignment page – the homepage where union representatives log in.

## Time and venue for the AGM

- The AGM is to be held no later than 28 February every year. The club 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 club 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 club board elections that take place during the AGM. They will want to meet the club board members to find out whether you wish to continue in your positions.

## AGM documents

*The following documents must be compiled by the club 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 club 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

Anyone can chair a meeting, but it's a good idea to suggest someone who is used to holding meetings. The minutes adopter and teller can be the same person if the meeting decides this.

## 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 club 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 club 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

- You must have sent the minutes of the meeting to Unionen no later than 31 March. It is easiest and most convenient to use the AGM Tool (in Swedish only) at [unionen.se/mitt-uppdrag](http://unionen.se/mitt-uppdrag).
- Also send in the activity and auditors' reports.

## Report union representatives to Unionen

- When the elections are over, you must report names, assignments and terms of office. Feel free to use the AGM Tool (in Swedish only) at [unionen.se/mitt-uppdrag](http://unionen.se/mitt-uppdrag).

## 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.



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