

AGM Deadlines – Sample

	10 Feb	24 Feb
First Notice and call for resolutions	Autumn Arrivee and Website	Autumn Arrivee and Website
Submit Resolutions	By 15/12	By 29/12
Advertise Director Posts	By 15/12	By 29/12
Publicise Draft Resolutions	Until 6/1	Until 20/1
Director Nominations	By 12/1	By 26/1
Finalise Resolutions	By 19/1	By 2/2

The January Board Meeting is on the 10th so that would fit with either date.

At first glance, the 10th February date would appear to provide the more realistic timetable. Both dates would be affected by the festive period but the deadlines for the 10th fall outside the main festive period. The only caveat to that is the tight window for producing the annual report, drafting the final resolutions and agenda and finalising the voting site between the end of that period and the 19th. This certainly proved challenging last year, coinciding as it does with the busy return to work at the start of January.