

CSFS AGM

The Chartered Society of Forensic Sciences will undertake to hold the AGM as a virtual event during any year where no in person Autumn Conference is held, as allowed within the Society's Bye Laws clause 6.10 *'There shall be a quorum when at least thirty members of the Society are present, or join via recognised video conference, at any general meeting'*.

The AGM will be held, as per regulations, within the first two weeks of November at a specified location. Notification of the AGM date and venue will be communicated to the members in the AGM Notice circulated each year. Members may join the AGM in person or online.

As per standard practice the AGM Notice will contain details of any Trustee positions open that year. If more than one nomination is received for an open role an online ballot will be held, the results being announced at the AGM.

AGENDA

The AGM Agenda and all supporting documentation will be available to members on the Member Platform Resource Library/Governance page before the event. This includes any Motions submitted within the specified timeframe. The Trustees reserve the right to conduct an electronic vote on any Motion after the AGM should this be agreed as the best course of action.

MOTIONS

If any Motions are brought to floor on the day of the AGM the Trustees reserve the right to defer these in order to conduct an electronic vote, should this be agreed as the best course of action

ATTENDANCE

Members will be required to register their attendance at the AGM via the Member Platform Events page. Booking will close three working days before the event. Links to join the AGM will be sent to attendees one working day before.

THE MEETING

The meeting will be recorded as having the required quorum as noted by the number of attendees listed online.

Any required proposing and seconding of the Annual Report, appointment of new Trustees, and any Motions submitted prior to the AGM will be done by an proposers/seconders typing their names in the chat function as requested.

Members attending the AGM online will not have camera or microphone access. Any questions to the Chair must be submitted via the Q&A function, which will be moderated by CSFS staff.

If attendees have any technical issues during the meeting please note that the AGM will be recorded for the purposes of producing minutes which will be available to all members on the Member Platform after the event.

If the meeting is disrupted due to technical issues or connectivity a short break can be called by the Chair.

Please note that attendance at and proceedings of the AGM are private for CSFS members only and not be shared or circulated.

HOW TO JOIN

CSFS will use Teams Townhall as its online AGM platform.

To join a Teams Townhall, click the **Join event** link in your email invite, this will launch automatically in Teams, and you will see the event screen. If you click the link before the scheduled start time you may only see a blank 'lobby' screen, please wait until the AGM starts.

You will be able to participate in the AGM using either the chat or Q&A functions. We ask that any questions for the Chair and/or CEO are directed via the Q&A button.

If you have any technical issues, please notify us via the chat function. We will endeavour to resolve these if we can.

Microsoft FAQs at <https://support.microsoft.com/en-us/teams/meetings/attend-a-town-hall-in-microsoft-teams>