



Bowls Scotland Guidance for Club/Association AGMs and Meetings during COVID-19

COVID-19 not only disrupted Bowling for our season but also created some other challenges for the management and running of clubs. With the current household and physical distancing restrictions in place, holding face to face meetings is not an option. Please find some information on things to consider for your club's AGM and committee meetings.

Annual General Meetings (AGMs)

This is usually the time of year many of our clubs and associations look to hold Annual General Meetings (AGMs). As detailed above, holding face to face meetings is currently not an option and clubs will need to consider other alternatives, including:

- Delay/postpone convening the AGM
- Run the AGM virtually





If your club decide to host a virtual AGM, here are some things to consider:

- **Running your virtual AGM**
 - The meeting should be run in accordance with the constitution or articles, particularly in terms of issuing the notice of the meeting and the circulation of papers. If as a committee you have not run a virtual meeting before, do not make the AGM your first try! Things could go wrong with a virtual meeting such as internet signal, people not being able to access IT properly etc. and with the potential for large numbers of people in attendance at your AGM, this could prove difficult to manage.
 - The management committee should prepare in advance by reviewing the constitution, articles and how the meeting should be run. Should your constitution state meetings need to be face-to-face, you should gain approval from members to run a virtual meeting in advance of the meeting. You should consider the use of Proxy votes and voting rights and check who else can be in attendance without a vote in advance so you can decide whether to go ahead with the meeting.
- **Top tips for running virtual AGMs:**
 - **Ensure the AGM will be quorate.** There should be a clear understanding of how many members are required for decisions to be quorate. This should be stated within your constitution and still applies for virtual AGMs. Make sure you get members to pre-register in advance so you can decide whether to go ahead with the meeting.
 - **Make sure you are prepared.** In advance, the management committee should:
 - Identify a person or people who will count votes.
 - Confirm the method for gathering votes in line with what is stated within the governing documents.
 - Identify and brief others who are presenting such as treasurers.
 - Highlight someone who can manage the administration of whichever online meeting system is being used throughout the AGM.
 - **Be clear on rules of behaviour.** At the start of the meeting identify the rules of behaviour. Some systems have an ability to put a "hand up" - if possible, this should be used. It may also be useful to have a PowerPoint slide showing the rules as people are joining the meeting.




- **Encourage members to send questions, comments, or concerns in advance to the secretary.** This will prevent confusion throughout the AGM. You may also be able to use chat functions throughout the meeting so people can ask questions at relevant times or if they do not feel comfortable speaking. The secretary (or assigned person) should manage this as per a usual AGM format.
- **Manage voting carefully.** Any proxy votes should be held and confirmed by the secretary (or assigned person). Everyone, like in normal circumstances, should have an opportunity to speak and vote if eligible. Voting should be administered by the teller who should record names and how they have voted. They should add up and report this to the meeting. It is worth considering a second teller to confirm the prime teller's count. Voting can be recorded either verbally by every member or asking members to put their name and voting position through a chat box. Confidential voting could be carried out through direct messaging to the teller who should be trustworthy enough not to indicate how people voted. It is very difficult to ensure a completely confidential way of voting unless using an external voting system as identified below.
- **Make sure documents are still shown.** The person supporting the Chair should share their screen with all documentation as they would in a face-to-face meeting. The supporter should be directed by the Chair to show appropriate documents such as the Chairperson's report, Treasurer's report, proposed changes to the constitution, etc.
- **Why not record your AGM?** This can help the secretary (or assigned person) to review and ensure the minutes are accurate and gives an opportunity for those who were unable to attend to view the AGM.




Examples of Meeting Platforms:

<p>Microsoft Teams</p> 	<ul style="list-style-type: none"> • Maximum of 50 users on a call • Available on numerous devices • Screen sharing/presenting possible • Recorded meetings possible • Group/private messaging possible • File storage with live editing
<p>Google Hangouts</p> 	<ul style="list-style-type: none"> • Maximum of 150 users on a call (10 in a video) • Available on numerous devices • Screenshare available • Call recording available • Need a Google account to organise a meeting
<p>WhatsApp</p> 	<ul style="list-style-type: none"> • 4 users per call • Available on numerous devices • Private/group messaging available • Maximum of 256 people in a group chat
<p>GoToMeeting</p> 	<ul style="list-style-type: none"> • Paid for service • Maximum of 26 people - anymore than this and GoTo Webinar is an alternative • Available on numerous devices • Screen sharing/presenting available • Recorded meetings possible



	<ul style="list-style-type: none">• Maximum of 100 people per call• Meetings of more than 2 people automatically end after 40 minutes• Option to upgrade to paid version for further features• Available on numerous devices• Screen sharing available• Recorded meetings possible
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Virtual Voting Systems:

 Google Docs	<ul style="list-style-type: none">• Free• Up to 200 people can view• Anonymous voting possible• Need a Google account to access
 Survey Monkey	<ul style="list-style-type: none">• Free• 100 voters max• Anonymous voting possible
 Mentimeter	<ul style="list-style-type: none">• Free• All voters need to be online at the same time• No voter limit• Limits on questions - can create multiple surveys but only 2 questions per survey

Committee Meetings

Clubs and associations need to think about how best to keep everyone safe and should consider the following alternative ways of holding meetings at this time:

- Virtual Meetings via zoom, skype, GoToMeetings etc.
- Communicating via email
- Communicating via group chat (Facebook Messenger/WhatsApp)

There is further information that Harper MacLeod have produced in this document to also give some support to sports clubs around holding their meetings, please see below.

<https://www.harpermacleod.co.uk/media/707659/update-coronavirus-and-general-meetings-190620-clubs.pdf>

Our National Development Officers are happy to provide support and advice in this area:

- Districts 1-10: Stuart Bell 07525 134385 / stuartbell@bowlsscotland.com
- Districts 11-24: Daniel Baker 07821 118774 / danielbaker@bowlsscotland.com
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