



AGM Process Policy

1. Purpose

This policy sets out the process by which the Committee manages the Annual General Meeting (AGM), including how rule changes are proposed, discussed, and voted on. The aim is to ensure clarity, fairness, transparency, and accountability in decision-making.

2. Scope

This policy applies to:

- All Committee members
 - All registered teams, clubs, or members affiliated with the organization
 - Any proposals for amendments to rules, policies, or governance procedures
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3. Responsibilities

- **WCNL Chair:** Oversees the AGM process and ensures timelines are met
- **Committee Members:** Review proposals, discuss implications, and vote accordingly
- **AGM Secretary:** Issues notices, records minutes, and circulates decisions and changes
- **Teams/Members:** Review all of the information and make any suggestions to rule changes or amendments to policies

NOTE: rule changes or amendments to policies can be submitted to the committee at any time. Changes to rules can only be agreed prior to and at the annual AGM, changes to policies can be made throughout the year when appropriate.

4. AGM Notification & Agenda

- The AGM will be held on the first Monday in September every year
 - The date of the AGM must be announced at least **28 days** in advance - the draft agenda, including proposed changes, will be circulated at this time
 - Teams/Clubs will be given 4 weeks to review any suggested changes to submit any comments or objections to the committee for review
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5. Rule Change Process

Step 1 – Proposal Submission

- Any team, member, or committee representative may submit a proposed rule change in writing
- Proposals must clearly state:
 - The current rule (if applicable)
 - The proposed amendment
 - The reason for the change

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Step 2 – Committee Review

- The Committee reviews all proposals **within 2 weeks** of submission
- The Committee will discuss:
 - Practicality of the change on the WCNL
 - Impact on teams and operations

Step 3 – Committee Vote

- **All committee members will vote on each proposal**
- Outcomes:
 - **Majority in Favour** → Proposal is recommended to the AGM **(55%+)**
 - **Majority Against** → Proposal is rejected, unless a public vote is requested **(55%+)**
 - **Split Vote / No Clear Majority** → Proposal proceeds to a wider public/member vote at the AGM

Step 4 – Communication to Teams

- Rule changes with a majority in favour vote will be carried following the WCNL Committee Meeting and will not go to a public vote
- Rule changes with a majority against vote will be carried following the WCNL Committee Meeting and will not go to a public vote
- On both of the above points, the club/team who has submitted the rule change will be contacted with an update, outcome and reason why
- Any rules being taken to a wider vote at the AGM will be circulated to the teams with as much notice as possible

6. AGM Decision-Making

- Proposals not agreed upon by the Committee will automatically be put to a public/member vote at the AGM
- Each team/member has **one vote** (unless otherwise stated in the constitution)

7. Recording & Implementation

- All voting outcomes will be formally recorded in the AGM minutes
- Approved rule changes will take effect **from the start of the next season/cycle**, unless otherwise specified
- Updated rules and policies will be circulated to all teams/members within **2 weeks** of the AGM

8. Policy Review

- This AGM Process Policy will be reviewed by the Committee annually to ensure it remains clear, fair, and relevant