

Issues for AGM - Annual General Body Meetings

General Agenda for AGM

Agenda for the AGM is different from that of Monthly meeting. Topics of discussion always are mainly big issues in term of finance and size. Some topics are allowed to be discussed and passed only in AGM like Flat Transfer, Election, and appointment of Auditors etc. Some examples are given below.

- 1) Welcome address by the Chairman
- 2) To confirm and approve minutes of the previous AGM held on
- 3) To receive and adopt Annual Financial Report for the year ended
- 4) To approve transfer of flats as per annexure
- 5) To consider and approve appointment of Statutory Auditor for the year
- 6) To discuss and approve Parking Policy for member's vehicles.
- 7) To ratify admission of new managing committee member who have already been co-opted by the managing committee members.
- 8) To start the process of fresh Election of the Managing committee
- 9) To declare result of the Election of the Managing committee
- 10) To discuss about flats closed for more than five years
- 11) To discuss proposal for fixing Generator for Lifts / Common areas.
- 12) To discuss the course of action against the Defaulters
- 13) To consider and approve charging simple interest @ 21% for defaulters as per bye laws No.72
- 14) To discuss and pass Resolution for Legal action against Non co-operating members
- 15) To discuss and approve Rain water Harvesting/ Vermicompost/ Solar Heater project

- 16) To consider any important communication received from the Registering authority, the Statutory Auditor, Government Authority,
- 17) Local or any other competent authority.
- 18) To increase Society charges (e.g.Rs.1.10 per Sq. ft. to Rs.1.25 per Sq. ft.)
- 19) Any other matter with the permission of the chair.

Activities during AGM

- 1) A typical AGM will go along the following way:
- 2) Members sign the roll.
- 3) Quorum gets established (minimum number of members required to have a valid meeting).
- 4) Meeting is called to order by the President.
- 5) Minutes of last year's AGM approved and confirmed.
- 6) Financial report for the last financial year is accepted.
- 7) Transfer of flats mentioned in the annual report is approved.
- 8) Admission of new members into the society is ratified.
- 9) Ways to tackle defaulters in the society are discussed.
- 10) Also ways to tackle non-cooperative members of the society.
- 11) To discuss and approve the appointment of Auditors for the current financial year.
- 12) Issues related to lifts, gardens, common areas, etc.
- 13) Discuss salary hikes for the staff that are responsible for the functioning and maintenance of the society.
- 14) Elect new members for the Managing Committee, if applicable.
- 15) Discuss any other matter with the permission of the President.
- 16) Vote of thanks.

- 17) Post the AGM, it is important that the Secretary of the association circulates the minutes of the meeting to all members so that all members are aware of the decisions taken during the AGM.