

Newham Cyclists Annual General Meeting 24th of April 2023 and election of officers for the tenure 2023 to 2024

Newham Cyclists (NC) are formally required to have an Annual General Meeting (AGM) by our constitution and LCC guidance which is scheduled to take place on **Monday, 24th of April 2023** at [AAA at Terence Brown Arc in the Park, Bethell Rd, Canning Town E16 4JT](#) with a **19.45 to 21.00** timetable.

Tea and coffee hoped to be provided with the minimum of other refreshments e.g. biscuits.

It would help if you could indicate to me whether you are intending to come along. We are investigating a *Zoom* option apart from the 'in-person' format.

Formal business of the Annual General Meeting (AGM)

Items	Relevant NC Constitution section guidance
#1. Apologies for absence.	
#2. Approval of the minutes of the last Annual General Meeting - 27th of June 2022 .	
<p>#3. Consideration of the Newham Cyclists Annual Accounts for 2022/23 and the proposed budget for 2023/24 formal adoption - a LCC statutory requirement.</p> <p>Newham Cyclists Annual Accounts for 2022/23 and the proposed budget for 2023/24 documents will be prepared and preferably distributed prior or at the AGM event.</p>	<p>Finance.</p> <p>37. The Group will comply with all financial reporting procedures established by the LCC Board. It shall in any case send annual accounts for the financial year just ended, plus a budget for the new financial year to the LCC office for filing.</p> <p>38. The Group may hold funds in designated accounts for the above aims. Funds are to be spent in accordance with any financial regulations agreed by the Management Committee.</p> <p>39. The details of all bank accounts held must be notified to the LCC office.</p> <p>40. All items of expenditure made on the Group's behalf must be authorised by the Treasurer. In the case of expenditure of more than €50, the Co-ordinator must also give authorisation.</p> <p>41. No member of the Group will receive any salary, emoluments or stipends. However, members may receive reimbursement of authorised expenses.</p> <p>42. The Group may not take anyone into paid employment unless by prior authorisation by the LCC office and under arrangements agreed with the LCC office.</p>

#4. Election of the Officers and of the remainder of the Management Committee.

This shall take place at the Annual General Meeting by a show of hands of those present who are members of the Group. The term of office of the Management Committee shall be until the next Annual Meeting in 2024.

NC officer posts

NC Officers and Management Committee posts for election are below:

1. **NC Coordinator.**
2. **NC Treasurer.**
3. **NC Secretary.**

Other NC Management committee posts:

1. **Infrastructure Lead.**
2. **Olympic Park Infrastructure Lead.**
3. **Social Rides Lead.**
4. **Community Infrastructure (Fund) Lead.**
5. **Deputy Treasurer.**
6. **Deputy Co-ordinator.**

If you wish to stand as an Officer/Member of the Management Committee in the posts listed above it would be helpful to let me know in advance.

Governance.

15. An Annual Meeting of the Group will be held each year, with no fewer than 9 months and no more than 15 months elapsing between two Annual Meetings.

16. The Officers of the Group shall be its Co-ordinator, Treasurer and Secretary, who must all be members of the LCC. Roles can be shared by two individuals where necessary, for example as 'Joint Co-ordinators'. A Co-ordinator or Treasurer may need to undertake the additional role of Secretary if this position is unfilled.

17. Groups may also elect a Chair of the Group, who shall also be an Officer.

18. The Co-ordinator of the Group shall be the main point of contact between the Group and the LCC office (or one of the Officers if the Co-ordinator is unavailable).

19. Day-to-day management of the Group shall be by a Management Committee, comprising of the three Officers plus up to seven more members of the Group.

20. All persons on the Management Committee must be members of the LCC.

21. Election of the Officers and of the remainder of the Management Committee shall take place at the Annual Meeting by a show of hands of those present who are members of the Group. The term of office of the Management Committee shall be until the next Annual Meeting.

22. Those wishing to stand for election to the Management Committee must nominate themselves at the Annual Meeting. If they are unable to attend the Annual Meeting, candidates may be nominated by other members of the group attending the Annual Meeting. However, these members must present written confirmation to the Annual Meeting that the absent member consents to be nominated.

23. In the event of an Annual Meeting being inquorate, the Management Committee shall continue its term of office until the next Annual Meeting.

24. The Management Committee will meet and conduct business as necessary or as directed by the Annual Meeting.

25. The Co-ordinator shall call meetings of the Management Committee and the Secretary shall ensure all its members are given proper notice of them. Meetings may be held by phone or electronically.

26. In the event that an Officer resigns from office, then the remainder of the Management Committee shall elect a replacement from their number to serve until the next Group meeting, at which a new election for that post can be held. The person elected at the Group meeting shall remain in office until the next Annual Meeting.

	<p>27. In the event that someone who is not an Officer resigns from the Management Committee, then the post will stay vacant until filled by election at the next Group meeting.</p> <p>28. Officers and other Management Committee members may be removed from post during their term of office by majority vote of those present at a quorate meeting of the Group.</p> <p>Duties of the Officers.</p> <p>29. The Co-ordinator will: chair meetings of the Group (unless a separate Chair has been appointed by the Group); be responsible for maintaining proper communication with the LCC office; and be responsible (via the Secretary, if necessary) for disseminating relevant information from the LCC office to members of the Group.</p> <p>30. The Treasurer will: be responsible for the finances of the Group; keep accounts to recognised standards and under regulations set by the Board of the LCC; prepare and present the accounts for the preceding financial year to the Annual Meeting for approval.</p> <p>31. The Secretary will: keep a record of decisions reached at all meetings of the Group and Management Committee; be responsible for convening all meetings, and ensuring members are kept properly informed of the Group's business and activities.</p>
<p>#5. Newham Cyclists Annual Report 2022 to 2023. Sent as a separate 'stand-alone' document for reference.</p> <p>A NC website link might be provided in a reminder final agenda documentation version that could be sent out on the AGM date.</p>	
<p>#6. Any Other Business.</p>	
<p>#7. Date of the next NC monthly meeting : Monday, 22nd of May 2023 by Zoom/to be arranged/confirmed or skip May 2023 option due to the three bank holidays weekends in the month.</p>	

Olawale Ajibola
Newham Cyclists
April 2023