Kenya Wildlife Conservancies Association
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COMMUNITY CONSERVANCIES GOVERNANCE HANDBOOK

# Conducting an Effective Annual General Meeting (AGM)

A guide for conservancy leaders and members in Kenya



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KWCA is the national representative body and voice for conservancies in Kenya. KWCA works to catalyse the conservancy network in Kenya by convening, connecting, informing, and representing conservancies to enhance their growth and development. KWCA recognizes conservancies are a strong mechanism to promote wildlife stewardship and custodianship by local communities and landowners sharing land with wildlife. For more information about our work, please visit www.kwcakenya.com

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# 01

# About this Guidebook

This handbook on conducting effective general meetings is one of three other handbooks aimed at strengthening conservancy governance and management structures. Readers are encouraged to familiarize themselves with the contents of the three books. These are;

1. Good Governance Principles in Community Conservation
2. Effective Conservancy Board Management
3. Efficient Management

This guide describes KWCA's recommendations to persons organizing a conservancy member's assembly on key considerations for hosting an effective Annual General Meeting (AGM). An AGM is the top decision-making organ of community conservancy and is an annual opportunity to update members and seek their approval on important decisions that will determine the conservancy's future.

Suggestions shared herein are based on best practices on corporate culture and lived experiences shared by experts with long-term experiences within Kenya's conservancy context. This handbook specifically aims to improve the effectiveness of community and group conservancies. Private conservancies may also use the suggestions here to organize their community outreach meetings.

It is important to note that conservancies are legally established under diverse legal registration, different land ownership, and varying membership sizes. These considerations are key in determining how to structure an effective AGM.

Therefore, this guidebook is meant to provide practical guidance but AGM organizers are encouraged to innovate on additional means of conducting an effective AGM based on their local circumstances.

In compliance with the conservancy constitution and by-laws, AGMs are held annually as a legal requirement but are seldom structured to make the best out of the collective knowledge and experiences of the members in attendance. Poorly organized and run AGMs are a waste of resources, and time and often contribute to disputes that in the long term may hamper conservancy sustainability.

This guidebook serves to encourage AGM planners and participants to ensure AGMs are effective platforms to attain informed consent, decision-making, and clarity in how the conservancy is accountable and transparent to its members and partners.

*“Poorly organized and run AGMs are a waste of resources, and time and often contribute to disputes that in the long term may hamper conservancy sustainability”*

# 02

# Introduction

*"The overall goal of an effective conservancy AGM is to allow the board and the members to engage. During an AGM, the board shares information and progress made, and the members approve board decisions and when due elect new board members"*

An Annual General Meeting, commonly called AGM, is held once a year and is a legal requirement and a best practice for public and membership organizations including conservancies. The purpose of an AGM is for the Board to share plans, table proposals, and receive members' views. An AGM is also an opportunity for community members to question the performance of the board, interrogate board decisions, and ensure accountability to the members.

The main outcome of an AGM is to ensure conservancy policies, plans, and projects are approved and members' concerns are raised and ultimately both the board and members end the day with a clear view of priorities for the next year.

An AGM ensures public participation is met as enshrined in Kenya's Constitution, complies with guidelines on Free Prior Informed Consent (FPIC), minimizes potential conflict, and promotes good governance practices. AGMs ensure the inclusion of marginalized voices, strengthen land ownership and build confidence in partners and funders to support conservancy projects. Proof of having held an AGM is a requirement for filing returns to government-registering bodies.

KWCA has established that many conservancies, especially the newly established have ineffective AGMs. The AGMs are poorly organized, inadequate time is allocated to preparation, no budgets are set aside to cover the AGM costs or the discussion management generally fails to provide members an opportunity to engage with the board.

*"An AGM is a legal requirement and failure to hold an AGM is considered a major governance weakness"*

**Considering that the number of conservancy members may range from a few hundred to thousands, planning for an AGM requires sufficient time and intentional thought to make it effective. Conservancy AGMs fail to meet effectiveness standards due to various factors;**

1. The conservancy constitution and by-laws as reference documents are not explicit about conducting an AGM
2. The AGM date is announced too close to the meeting, with only a few members getting the information or the date coincides with other events such as market days, workdays reducing the attendance
3. The venue is sometimes inaccessible or requires many hours of travel time resulting in short hurried meetings
4. There are too many agendas and often fail to capture the conservancy members' issues or concerns
5. The meeting times are too long, they don't follow the agenda or dwell too long on a few agendas or meetings start too late and end late, making women's participation ineffective
6. Few leaders/elders dominate the meetings allowing no time for feedback and members' deliberation and youth voices are actively or passively excluded
7. The chair fails to take control of the meeting, is unable to manage the members, and allows agendas not included in the meeting to take centre stage
8. The meeting proceedings are not carefully documented by the secretary and the resolutions and actions approved are not included in the AGM minutes
9. The minutes of the previous meeting are not circulated to the members in time for proper review
10. In the event of an AGM where an election is an agenda item, the rest of the agendas are relegated to the periphery and election campaigns become the only agenda

# 03

# Ensuring legal compliance in conducting AGM

There are procedures to conduct an AGM under the Companies, Trust, Cooperatives, or Societies Acts upon which many conservancies are registered. For conservancies registered under the Department of Social Services as Community Based Organizations (CBOs or Self Help Groups), the constitution submitted during the CBO registration is the key reference legal document.

It is important to read the conservancy constitution, conservancy by-laws, and the relevant sections of the Acts regularly and more so during AGM preparation. In general, the above laws make it compulsory to hold an AGM to discuss the yearly results, auditor's statement and appointment of new auditors and when stipulated in conducting board elections.

**The following are key legal requirements;**

- Upon registration, an AGM must be held to affirm the interim officials, the AGM must be held within the next nine months and before the end of the first financial year.
- For conservancies already established the AGM must be held within a period of six months from the end of a financial year
- In principle, the time gap between two annual general meetings should not exceed 15 months
- An AGM is held once a year and a 21-day notice is generally good practice and in some cases a legal requirement stipulated in the conservancy constitution.
- As a general rule, all legal entities are required to file annual returns of the previous financial year, including annual returns, financial statements, minutes of the previous year's AGM, and reports with their respective registrars

- For Societies and NGOs, the returns are to be filled on or before the 31st March of each year, in respect of the immediately preceding calendar year.

- All other entities except the CBO, are to file their return on the anniversary of their incorporation; a delayed filing of returns may be requested in writing and a late filing of returns must be filed within 28 days of their anniversary.

- Conservancies registered under the Community Land Act 2016 may also review the requirements outlined under the Act to ensure compliance. Section 15(1) requires that all adult members of the community attend the community assembly whose quorum for decision-making shall not be less than two-thirds of the community members. The registered community in addition shall ratify other rules and regulations on which the community land will be managed.

# 04

# Types of Annual General Meetings

There are two types of annual meetings that a conservancy can hold; Annual General Meeting AGM and Special General Meeting SGM. Considering the costs of holding a general meeting for community conservancies, it is recommended that AGMs are held annually and only under special circumstances that cannot wait until the next AGM, should an SGM be held.

1. **Ordinary Annual General Meeting (AGM):** This is the mandatory annual meeting held by a conservancy for the board to be accountable to its members and as a best practice in good governance. The AGM is typically held within the first 18 months after registration and once every year within six months after the end of a financial year. It is held to discuss the year's achievements and concerns, present the financial statements, elect board members, make large decisions such as major expenditures, amend the constitution, and determine the auditor for the following year.

2. **Special General Meeting (SGM):** A general meeting other than the AGM held to deal with specific issues that are either urgent or require a change of rules of the conservancy is called an SGM. The grounds for which a special AGM can be held are either spelled out in the constitution or the board may deem it necessary due to the urgency and importance of the matter at hand. Members of a conservancy may also petition the board to organize an SGM when a special issue or agenda has arisen that requires all members to affirm

The procedures in this guideline apply to both the AGM and SGM and may be used in organizing meetings of the community assembly as required under section 15(1) of the Community Land Act 2016.

# 05

# Suggested practices for holding an effective Conservancy AGM

*"Conducting an effective AGM is time-intensive and costly with lots of logistical challenges"*

Experience has shown that a key success factor that determines the success of a conservancy, members buy-in, and support to conservancy programs is a well-organized AGM. Since an AGM is held once a year, and involves the majority of members, partners, and invited guests, hosting an effective AGM is time-intensive and costly with lots of logistical challenges. It is important that the conservancy makes the most effective use of staff time and include volunteers to ensure the meeting is well planned to become structured and effective.

**Below are key best practices to bear in mind when planning your conservancy AGM;**

1. **Updated Members Register:** Ensure your membership register is up to date and set a target of the legal threshold on how many of the conservancy members must be present for the decisions to be legally binding as the AGM has a quorum of either a simple majority or two-thirds of members. Ensure the registered members include women and youth. It is important to disaggregate the members' register by sex and age to keep track of the number of women and youth involved in the conservancy.
2. **Compliance with the conservancy constitution:** The board must ensure that the conservancy constitution has a section dealing with the AGM and that reference is being made to the requirements of the constitution. The board should ensure that the constitution specifies when the AGM should take place.
3. Ideally, the AGM should take place following the end of the conservancy's financial year so that audited accounts and reports can be presented and approved by the Board

4. **Compliance with special conditions:** For a Special General Meeting, it is vital to ensure that the special conditions described in the constitution for SGM have been met. Such conditions may include review of the constitution, a major change in the conservancy priorities, changes in the conservancy strategic plan or management plan, contracting with a private sector partner, changes in the board

5. **A representative AGM planning team and Budget:** The Board may appoint a sub-committee comprising a mix of board members, management, volunteers, and partners to lead in the AGM preparations. An adequate budget should already be factored into the conservancy budget and availability of funds confirmed by the treasurer

6. **Sufficient AGM Notice:** The board must ensure that the conservancy constitution specifies the notice period required for an AGM and specify how the notice is communicated. In practice, a 21-day notice in writing is considered adequate. The signed notice specifying the date, time, venue, and agendas shall be placed in public notices and passed on other media including radio, and announcements in public spaces such as churches/mosques. The AGM organizers should ensure that the notice is accessible and timely to all members including women and youth.

7. **Presence of an independent election facilitator:** where one of the AGM agendas is an election of board members, appointment in advance of an independent election facilitator such as a religious leader, government official, KWS officer, or landscape association representative. The Board must ensure that the Constitution clearly describes the qualifications to serve on the board and the procedures for nominating interested candidates.

8. **Accessible venue:** An AGM must be held in a venue within the conservancy, the venue must be a public space with amenities to cater for the meeting. Potential venues include under the trees, school playgrounds, assembly halls, church grounds, and conference facilities among others. The board may consider facilitating transport costs if the venue location requires vehicle travel.

The board and conservancy management can consider a hybrid option for the meeting for members unable to attend the physical meeting by using technology such as Zoom and Google Meet to access the meeting. The conservancy must ensure that the constitution reflects the ability to hold electronic meetings.



Figure 5.1 **Presence of an independent election facilitator**

**In selecting the AGM venue consider the following;**

- Accessibility for youth, women, and people living with disabilities
- Incorporate the needs of lactating mothers who come with their children
- Risks of encountering wildlife
- Access to water, toilets and if necessary accommodation facilities
- Keeping the costs within the budget






Figure 5.2 **Accessibility for youth, women and people living with disabilities**



Figure 5.3 **Incorporate the needs of lactating mothers who come with their children**

# 06

# Preparing conservancy members to participate in an AGM

*"Conservancy members must be accorded the same level of importance as companies do for their shareholders"*

The land upon which a conservancy is set up to manage belongs to a community a landowner, a group of landowners, or a corporate body. It is vital to remember that a conservancy is owned by members and not the conservancy as an institution. Therefore, the member assembly during the AGM must be accorded the same level of importance as companies do for their shareholders. The preparation for an effective meeting must begin well before the AGM.

## 6.1 Maintaining a member register

A strong conservancy ensures that there is a clear criteria for who can be a member. The criteria must be fair and include all landowners including women, youth, and people living with disabilities. Before the AGM, a concerted effort must be made to educate members on their rights, and the conservancy's vision, programs, and plans. An effective member communication strategy with a feedback mechanism is key. This is best achieved through engaging the right number of community liaison officers, holding regular barazas at the village level, and if necessary conducting members' visits to conservancy programs ahead of the AGM. Doing this effectively ensures that members' inquiries for information are minimized and hence the AGM becomes the meeting for key decision-making.

The board must regularly supervise management to maintain an up-to-date register of conservancy members including their contact information and use this to ensure the AGM notice is brought to their attention. It is important to remember to also extend the invite to conservancy members living or working in the towns and cities as they too bring knowledge and important views to the AGM deliberations.

The board may also consider inviting people who though not members, reside or are impacted by the conservancy activities to attend the AGM. Partners such as leaders of

relevant organizations, local administration, county officials, KWS officers, church leaders, and funding partners may be invited as non-voting observers. It is however important to ensure that the voices of the members determine the outcome of decisions.

In the majority of cases, members attending an AGM may arrive at a decision by consensus. Only the conservancy landowners have a vote, where voting by headcount, a show of hands, or a secret ballot is needed to affirm a decision.

In conservancies where land is under the Community Land Act registration, each registered member has one vote. In group or private conservancies, the conservancy constitution or an AGM resolution may determine whether each member has one vote or if the vote is weighted against the land sizes of the members

**Tips for managing an AGM crowd**

Depending on the conservancy size and number of landowners/ members, a conservancy AGM can be attended by hundreds and in some cases thousands of members. For the AGM to be effective, carful crowd management is paramount. Below are some suggested tips;

1. The choice of venue matters. Ensure the meeting venue is large enough with enough seats and spaces where the speaker is visible to all. If the venue is under a tree(s), ensure everyone is seated so that people at the back are not disadvantaged.
2. Ensure only members are admitted in the venue. Curious observers should be minimized
3. Ensure women and children are included in the meeting and feel safe to engage.
4. Use good quality public address system with loud speakers to ensure speeches are audible.
5. The chairperson with assistance of other board members should often remind the crowd not to engage on side chats.
6. Remember the chairperson has the right to stop any speaker if the discussion is being misdirected or contribution is not related to the agenda.
7. Include a short break in between agendas to minimize movement
8. Remind participants on the importance of the day and ask them to keep phones in silence

9. Stick within the planned time allocated for the AGM, the longer the meeting is allowed to continue the less effective it will become
10. When transitioning from one agenda to the next the chair can ask a question to draw's participants attention
11. Many cultures have ways of making meetings effective. Feel free to use local cultural techniques of running the meeting like use of local languages.



Figure 6.1 **The choice of venue matters**

## 6.2 Establishing the rights and obligations of Members

A community conservancy constitution should clearly describe the rights and obligations of members. Further, where the conservancy has entered into a land lease arrangement, the lease document further outlines the members' obligations. A right is what a conservancy member is entitled to while an obligation is what the conservancy expects from a member. A conservancy must at all times aim to fairly balance the rights and obligations of its members. When members feel fairly treated and the conservancy rules are respected, the conservancy is set up to succeed, the converse is also true. Members' dissatisfaction, complaints, and passive and active resistance are common reasons why a conservancy may fail.

The table below outlines some general rights and obligations only for guidance purposes. It is important to refer to the conservancy constitution, lease agreements, and other constituting documents to determine what the spelled rights and obligations are;

| Rights of a conservancy member | Obligations of a conservancy member |
|---|---|
| **A conservancy member is entitled to:** | **A good member of the conservancy should always be ready to:** |
| • Access all legitimate information relating to the conservancy following the laid down procedures or regulations on access to such information | • Attend and participate in passing resolutions at general meetings |
| • Receive meeting notice, attend and speak during an AGM | • Observe and comply with the conservancy constitution, by-laws, and decisions made by the conservancy board per the constitution and applicable laws |
| • Effectively participate in all activities and projects of the conservancy | • Meet all conservancy requirements on land, conservation, tourism, grazing in compliance with the conservancy management plan and lease agreements |
| • Vote on issues and matters affecting the conservancy | • Attend members' education meetings |
| • Stand for elections of any office according to laid down procedures | • Promote the conservancy and its projects among the community and other stakeholders |
| • Be given priority for any training, employment, or business opportunity in the conservancy | • Support the projects of the conservancy both financially and in-kind |
| • Receive a statement of account in respect of transactions with the conservancy | • Attend and vote at the AGM or when unavailable appoint a proxy to attend an AGM and vote on their behalf |
| • Receive any benefits due to all members in good standing | |
| • Access the conservancy facilities, within laid down procedures and regulations that guard against abuse | |
| • Receive benefits entitled to them from the conservancy | |

# 07

# The Business of the Annual General Meeting

*"A key factor in determining the AGM's success hinges on effective chairing'*

It is the responsibility of the chairperson with the support of the board and management to convene and conduct a conservancy's AGM. The notice to the meeting, the minutes of the previous AGM, and any other relevant information must be shared well in advance and at least 2 weeks before the date of the AGM. Where the members of the conservancy may not read or write, alternative means to disseminate the information may be sought, this may include planning and hosting sections/village pre-AGM meetings.

## 7.1 The AGM Notice

An AGM notice is typically issued in writing 21 days before the AGM. It is key to note that the decisions arrived at in the AGM may be null and void if the notice period of the AGM is not observed.

### The Conservancy AGM notice may contain the following information

- The conservancy logo and contact information
- Venue, date, and time of the AGM
- The meeting agendas
- The approved signature and name of the secretary

### The secretary with the support of the conservancy manager shall send out the notice to the following;

- All conservancy members
- The auditor(s)
- The conservancy lawyer
- Invited partners
- The notice may be shared by e-mail, WhatsApp groups, Facebook and other media platforms

## 7.2 The AGM Agendas

In the Conservancy board meeting where the AGM notice is approved, the board shall agree on the most important issues to be included in the AGM Agenda. Typically an AGM agenda may contain the following;

- Prayers and Welcome Remarks
- Reading and adoption of the minutes of the last AGM and matters arising
- The chairperson's statement on progress achieved in the year
- Treasurer report on conservancy finances
- Consideration and adoption of the audited financial statements.
- Appointment of auditors for the next financial year
- Matters requiring members' resolution
- Election (when due)
- Any other business (AOB)

The board may consider additional agendas to be included based on the conservancy's priorities.

**Key decisions that may be discussed in an AGM**

1. Amendment of the conservancy constitution and by laws
2. Approval of new third party contractors
3. Adoption of conservancy strategic plan or conservancy management plan
4. Election of conservancy leaders
5. Approval of Audits and election of auditors
6. Approval of any major changes in land use
7. Dissolution of the conservancy if it becomes necessary

## 7.3 Proceedings during the AGM

The board and management should arrive early at the venue to ensure arriving members are welcomed, given necessary information, and registered. Ensure all attendees sign in before the meeting. The registration is important in ascertaining when the quorum has been attained.

Remember that failure to attain the quorum set in the constitution may result in the AGM postponement or invalidation of any decisions arrived at. One strategy to ensure a quorum is attained is to ensure the AGM is held at the most convenient venue for the majority of the members. In most cases, members who attend the meeting electronically are considered to be part of the quorum. The conservancy should also consider facilitating members from far areas with transport and a meal to allow for adequate engagement time.

- An AGM should be conducted during business hours between 9 a.m. and 5 p.m. to consider the roles of women.
- Once the quorum has been confirmed the meeting can commence. A quorum is the smallest number of members with voting rights that must be present for a meeting to be legal. The majority of conservancies have set quorum either as a simple majority or two-thirds of the members
- In case of further delays, the chairperson may announce a delayed start or adjourn the meeting to the same day and venue in the following week
- A key factor in determining the AGM's success hinges on effective chairing. Effective chairing of meetings reduces conflict and the length of the meetings. Typically, board members may take turns to support the chair in running the AGM. The chair ensures strong guidance, focuses on the agenda, ensures decisions are arrived at, and allocates sufficient time to each agenda item
- The chair's role is to ensure women, youth, and people living with disabilities and other often marginalized voices have an opportunity to speak. Their interests, needs, and concerns are best articulated by them and should be taken into account during decision-making.
- When women and youth are unable to speak due to cultural and gender norms in the community, seek their input separately outside of the AGM and present their resolution on their behalf.
- It is key to ensure the board, the partners, the politicians, and others do not dominate the time allocation during the AGM
- The chair shall further consider dissenting voices and guidance from experts present in the allocation of speaking opportunities
- Where agreements are proofing difficult to attain, the chair may consider postponing the agenda to a special general meeting or propose a vote on the most probable competing options on the matter
- When a resolution is arrived at, the chair may affirm the decision using a proposer and seconder format.

**How to write a Chairperson's Statement**

The chairperson statement is typically the board report card addressed to members. Every effort should be taken to make the report as comprehensive as possible. Below are a few suggestions on what to include;

1. A summary of how the board implemented last year's AGM resolutions
2. Progress made in running the conservancy during the year
3. Update on how the conservancy management plan and business plan has been implemented
4. Any significant changes in the conservancy management and new partners
5. Any updates on status of the land, pasture, water, wildlife, livestock, tourism and other enterprises
6. Any challenges encountered during the last 12 months
7. Proposals from the board that require members endorsement

It is important to ensure that only substantive matters are brought to members for resolutions. Decisions that can be made by management or the board should not be made AGM agendas.

## 7.4 Recording the AGM proceedings

*"The minutes of an AGM is an official document and evidence of the decision made by the members"*




Figure 7.1 **The minutes of an AGM is an official document and evidence of the decision made by the members**




Figure 7.2 **Members must be provided access to any AGM and SGM minutes after the meetings**

It is mandatory that the AGM minutes are carefully prepared by the secretary with the support of the conservancy manager or any other person authorized by the board.

- The minutes may be recorded in a minute book or typed and stored both in print and electronically.
- The secretary shall ensure the accuracy of the minutes as per the agenda items, and the various options proposed by all the members including the proposals from women and youth. Take note of the resolutions arrived at, and the persons that proposed and seconded the resolution.
- Any other issues raised during the AGM, not previously listed as agenda items, may be recorded for board discussion in future meetings
- In recording the minutes, it is important to document any complaints and recommendations that may emerge and ensure the board attends to the emerging issues or includes them as agendas in the next AGM
- The list of members in attendance is part of the minutes annexed into the minutes
- The chair shall ensure the final minutes of the previous AGM are prepared, adopted, signed, dated, and filed within two weeks after the AGM.

- The assembly of members during an AGM is the top decision-making of a conservancy, therefore the AGM resolutions cannot be changed or overruled by the board or any other entity.
- Once the minutes of the AGM are approved by the chairperson, it is good practice for the conservancy manager in consultation with the secretary to write a communication summary alerting partners and staff on decisions made during the AGM and alert stakeholders on any expected changes.
- It is good practice that a designated person is assigned duties of taking photos and short videos of the AGM to maintain a record and to post on the conservancy website and social media pages.
- The minutes are official documents that must be filed and stored safely in the designated offices of the conservancy
- Please note conservancy members must be provided access to any AGM and SGM minutes after the meetings.

**Steps in getting the Audit report ready for the AGM**

It is a good practice and a legal requirement that a conservancy as a registered legal entity prepares an audited accounts report. Financial accountability is a key step in ensuring your conservancy is sustainable. To prepare the conservancy financial report and audit below are some steps;

- The conservancy constitution should state the financial year of the conservancy. 1st January-31st December is often used as the financial year, other time periods are acceptable
- As soon as the financial year is over, the conservancy accountant closes the books and prepares for the audit.
- The auditors are contacted to begin the audit and are allowed to access all the documents
- The draft audit report is presented to the board for adoption
- The board deliberates on the management letter and sets up a plan to address any audit issues identified
- The auditor is invited to present the audit to the AGM for adoption.

## 7.5 Holding Credible Conservancy Elections

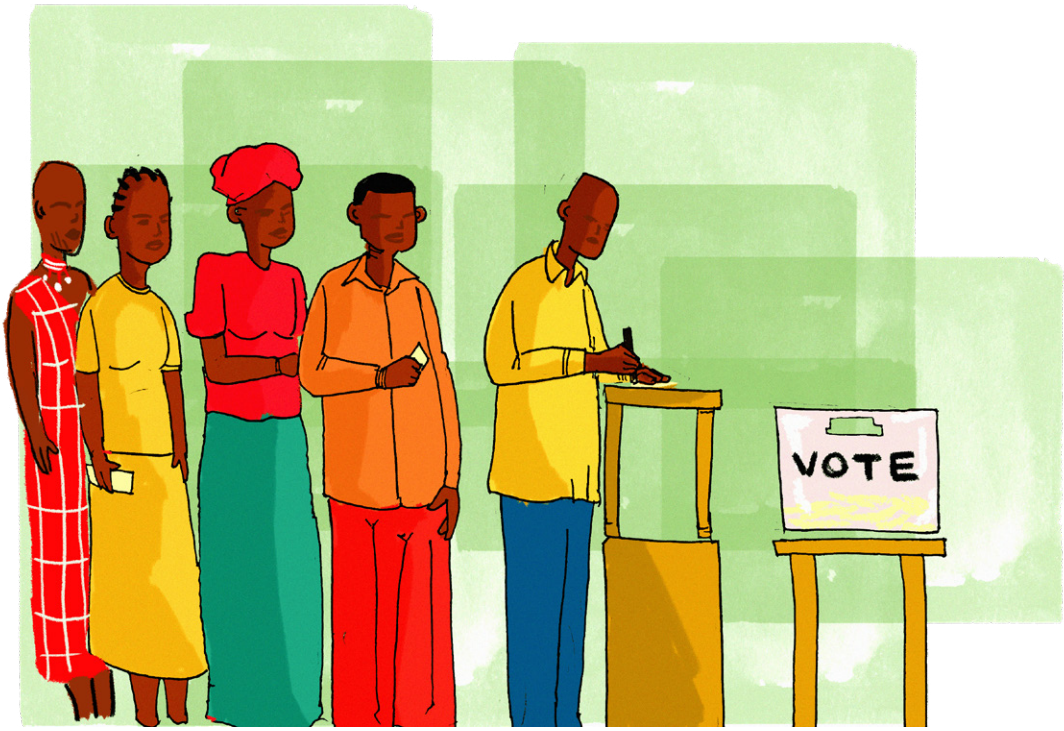



Figure 7.3 **It is important for conservancies to develop election by-laws to guide in delivering a transparent and credible election**

The conservancy constitution determines the elections of news officials and the re-election of the board members.

**The following are some election practices considered good governance practices to guide credible elections in your conservancy;**

- Ensure women, youth, and people living with disabilities are represented in the AGM and encourage them to vie for conservancy elections to meet the two-thirds gender principle.
- Comply with Kenya's constitution to ensure that the elected board members do not exceed two-thirds of either gender. If your constitution does not include this, we encourage that you amend it to comply with the law.
- It's considered a good practice that each board member serves a minimum of two terms with each term being 3 to 5 years.

- Consider the regional and ethnic balance of the conservancy members
- Retain at least a third of the outgoing board members for institutional memory
- Present a nomination form to candidates to express interest in the board positions and encourage endorsements by members
- Some constitutions allow members to vote by proxy
- Ensure there is an independent election facilitator to oversee the elections
- Voting can be by show of hands, consensus, or through a secret ballot.
- Establish an electoral committee to oversee the election procedures, prepare and deliver an election report in partnership with the conservancy management, and handle election complaints. The electoral committee investigates and renders a decision on the complaints to the board.




Figure 7.4 **Ensure women, youth, and people living with disabilities are represented in the AGM and encourage them to vie for conservancy elections to meet the two-thirds gender principle.**

# 09

# Actions to take after the AGM

- During the first board meeting after the AGM, the board shall include the AGM as an agenda item. The board shall then communicate the AGM resolutions to management and partners directing them on actions to be implemented.
- It is also important that the AGM resolutions are widely shared including through local radio to inform the larger community and neighboring conservancies
- It is a legal requirement that signed minutes, any amendments to the constitution, or change of officials pursuant to an AGM ought to be filed as returns within stipulated timelines after the AGM to the registry under which the conservancy is registered.




Figure 3.1 **Upon registration, an AGM must be held to affirm the interim officials, the AGM must be held within the next nine months and before the end of the first financial year.**

# 10

# AGM Checklist

When planning your AGM, use this checklist to ensure all tasks are considered

**Here is a quick checklist for AGM planners**

- Is there an adequate budget to host the AGM?
- Has the board set the AGM date and signed a 21days notice?
- Has the date, time, venue and agenda of the AGM been publicized?
- Are the minutes of the last AGM ready?
- Is the financial and audit report ready and approved by the board for tabling?
- Is the chairpersons statement prepared?
- Have partners and other stakeholders been invited?
- If elections is part of the agenda, has an independent facilitator been selected?
- Have nominations forms by the candidates been received?




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