

12 good AGM practices

- Avoid last week of peak months April, July & October
- Send out AGM notice ahead of deadline
- Provide info on agenda for informed voting
- Select convenient meeting location/provide transport
- Provide opportunities for questions about every agenda item
- Webcast meetings
- Have all directors, senior management present
- Avoid scheduling board/committee meetings after AGM to allow for informal interactions
- Vote by poll
- Appoint independent scrutineer for poll voting
- Announce full poll voting results promptly
- Make detailed meeting minutes freely available on a timely basis