

RUNNING YOUR ONLINE AGM:

Following Government advice, AUBSU has encouraged Clubs and Socs to cancel face to face events and move their activities online. That includes democracy! So here are our recommendations on how to do an AGM online:

WHERE CAN WE HOLD IT?

Our best suggestion would be Discord.

Some of you may already be familiar with Discord as a platform. For anyone who isn't: Discord is a free text and voice chat platform, which has tons of useful features that let people communicate remotely. In fact, as well as being good for running an AGM, consider it a great platform to use for more general remote society business. You can use Discord in browser, or download it as an app onto your computer or phone.

This article details everything you need to know about creating and managing a Discord Server: <https://www.howtogeek.com/364075/how-to-create-set-up-and-manage-your-discord-server/>

...but here are the key steps so you can start quickly:

- 1) Head to <https://discordapp.com/> and either login or create a new account (it is free)
- 2) Once in, you should be prompted to either join or create a server. Select Create. (Note: if you are already a discord user, to create a new server, hit the circle with a + in it on the left). Name your server too;
- 3) Once you have done that, a prompt will appear asking you to invite people. You can also copy and paste an invite link (we suggest you do that). Invite all your members to the server;
- 4) When it is time to run your AGM, have people join the Voice Channel, so that you can all hear each other and talk. You can then run the AGM pretty much as normal, running through all the steps needed to fill out your forms (development plan).

If you have a different platform that you know will work, go ahead and use it! Platforms such as Skype, Google Hangouts/ Voice, or even text-based chats like Whatsapp, Wechat, and/ or Facebook also work (I just really, really like Discord).

THE MEETING

All members should be invited to you AGM and given at least a week's notice of the meeting. It's a chance for you to evaluate the year, reflect, vote in a new committee and plan for the upcoming year.

VOTING

Let's talk about how you do the voting bit. It should work broadly the same way as in person: people run for positions, then people cast secret votes about who they want to win. For those running for committee positions, you can either give small speeches over Voice Chat, or have people send in short written statements for everyone to read. (Discord allows you to easily view text channels/ chats at the same time as talking, just saying.) Only AUB students can run for positions.

All official members can vote (that's those who have signed up online on your pages: Let me know if you need an updated list. That includes associate members such as BU students. .

The quickest and easiest way to do this is using Strawpoll, you can create a free account here: <https://www.strawpoll.com/signup>

Creating a poll is simple, here are the steps:

- 1) Head to strawpoll.com and select "Create a Poll"
- 2) Name your poll after whichever election you are running, e.g. "Club President"
- 3) Put the names of the people running into the options boxes
- 4) To ensure that no vote manipulation happens, click the box that means only those with the link can vote ("Private"). The poll automatically makes sure each person can only vote once, so just don't tick any other boxes!
- 5) When it is done, you can share the link to the poll into the text chat of whatever platform you are using to do the AGM.
- 6) Repeat for each committee role!

As with in-person AGMs, make sure that at least two of you can see the poll results to verify them (do this by sharing the Strawpoll login amongst committee members).

If you are unable to get everyone together, you can release the poll along with the statements of those running for positions to members and allocate them a week to vote. This will ensure you have a committee in place for next year and allow everyone an opportunity to vote.

FILLING IN THE DOCUMENTS

Please be sure to fill in your development plan while your meeting is taking place.

If the committee want to be extra transparent, you could fill in your paperwork via Google Docs while the meeting is happening, and give the link to the committee so that everyone can see it at the same time (fill in the register afterwards). Now, to be totally safe, make sure only relevant people have editing permission, but certainly allow others to view so they can more easily follow along and ask questions.

THAT'S IT!

I know this situation isn't exactly ideal but please do try your best to hold your AGM and to keep engaging with your society/club. Some people might be feeling very isolated right now and your club/society might be some of the only interaction they are getting so if you're able, please keep engaging/checking in with your society :)

SUPPORT

I know that some of you might struggle to get everyone together or might not feel personally able to run the AGM at this time. Please do make your best effort but if you are having trouble at all, let me know and we'll sort something out.