

TUG Annual General Meeting Procedures

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1 Purpose

The Annual General Meeting (AGM) of TUG shall be conducted according to these procedures.

2 Time and place

The AGM shall ordinarily take place during the annual conference, or as specified in the TUG Bylaws, articles III.2 and III.3.

In the event that the AGM does not take place during the annual conference, the Board will either specify an alternate time and place, or give notice, with explanation, that there will be no meeting.

Notice of the meeting shall be circulated to members no less than thirty (30) calendar days prior to the meeting.

The AGM shall preferably take place in person. If necessary, the meeting will be conducted entirely online. A hybrid meeting may be conducted with both in-person and online components, if feasible.

3 Preparation for the meeting

Questions for consideration at the AGM may be submitted beforehand by sending them to the Secretary via the Board. All questions shall be acknowledged. The Secretary shall prepare responses to questions, in cooperation with the Board, to be reported (and discussed, if desired) at the meeting. Questions received less than seven (7) calendar days before the AGM may not allow sufficient time for necessary research, so answers may not be available at the AGM. In such cases, answers will be prepared after the AGM and communicated according to the followup procedure below.

Availability of President, Secretary, and Treasurer should be determined beforehand. Alternates will be designated by the President, or Vice-President in the President's absence, in consultation with the full Board.

At the meeting, all Board members attending must check in with the Secretary or designated alternate, in case a situation arises that requires Board attention or action.

4 Conduct of the meeting

Any interested party may attend the meeting.

The TUG President or designated alternate shall conduct the meeting.

The Secretary or designated alternate shall record the proceedings, with a backup audio recording made for verification if at all possible.

The length of the meeting shall be scheduled for one hour, or other period estimated to be appropriate, based on known business to be reported and questions received ahead of time.

5 Business to be transacted

The following reports shall be presented.

- A report on the status of TUG, business transacted during the year, and topics under current consideration shall be presented by the presiding officer.
- A financial report as of the most recently completed month shall be presented by the Treasurer, or in the absence of the Treasurer, by a designated alternate.
- Questions submitted to the Secretary in advance of the AGM shall be presented by the Secretary or designated alternate along with the response from the Board; discussion may follow.

If time permits, questions may be raised by attendees. When raising a question, the attendee must begin by stating their name and whether they are or are not a member. If a question can be answered, an appropriate officer (including the presiding officer) or Board member shall do so; if it cannot be answered, it shall be recorded for research and a later answer to be delivered according to the followup procedure outlined below.

A binding vote at the AGM may be held only by prior decision of the Board, published before the meeting, since the establishment of a quorum and proper credentials of AGM participants (especially at remote meetings) requires substantial effort.

6 Followup

The Board shall review promptly the recorded proceedings and confirm that they accurately represent what took place.

A report of the AGM shall appear in the next available issue of *TUGboat*.

Questions raised and not answered shall be discussed by the Board, researched if necessary, and answers to general questions reported

- supplementary to the AGM report if the answer is available in time;
- by the President or another Board member in a regular report to members either by (e)mail or in an official *TUGboat* column.

Answers to personal questions shall be communicated privately as appropriate.