To take part in the meeting or to vote on the reports, you need to have been a member of the club during the 2019/20 season. All members other than bronze (formerly social) members are entitled to vote at the meeting. As memberships due for renewal in May to July were extended if you were an eligible member at 30 April or have joined subsequently you will be eligible.

The AGM will be held virtually via Zoom. If you wish to take part in the AGM via Zoom, please ensure that you advise our Secretary, Graham Cox, by email on [secretary@pgrfc.co.uk](mailto:secretary@pgrfc.co.uk) **no later than 5pm Tuesday 28th July 2020.** You will then receive an email containing a link inviting you to the meeting.

If you do not wish to take part in the virtual meeting, it will be possible for you to vote on whether the reports are acceptable and any proposals by using the survey monkey platform. All reports will be available prior to the meeting for you to consider and a link to the survey monkey platform provided.

**Reports:**

In accordance with the rules of the club, Members have the right to raise items of business until 5pm Monday 20th July 2020. In addition, members may make nominations for the officer posts and management committee until 5pm Monday 27th July 2020.

In the current exceptional circumstances, all reports identified on the published agenda will be available no later than Friday 24th July 2020, with some available prior to that date. These reports will be emailed to members.

**Questions:**

If members wish to raise questions on these reports, this should happen prior to the meeting by submitting questions via the Secretary who will direct them to the relevant person to be answered. It will be possible to raise questions at the meeting but as there is the potential for technical issues to arise with the virtual meeting, early questions are advised. A summary of the questions and answers raised will be emailed to members prior to the meeting.

**Voting:**

Voting can take place prior to the meeting using the survey monkey platform, a link to which will be sent to you, on the evening of Monday, 27th July 2020.

It is preferred that members use this survey for voting, but it will be possible to vote during the AGM. However, Members cannot vote twice, and checks will be made on the voting process.

**Minutes:**

Every effort will be made to publish the minutes of the meeting by Monday 3rd August 2020 at the latest for members who do not take part in the AGM to know the outcome of the meeting.

f any Member has any queries or concerns about these instructions or about any other issues relating to the AGM and the way it is proposed to be undertaken, please contact Graham Cox via [secretary@pgrfc.co.uk](mailto:secretary@pgrfc.co.uk)