

SWINBURNE STUDENT LIFE HOW TO HOLD AN IGM

ONLINE

Prior to IGM – Getting organised

1. Get in touch with your members to discuss online accessibility and preferred platforms.

Recommended platforms include Skype, Zoom, Facebook Livestream

2. Decide who will be the returning officer, as this person will need to act as the host for both the livestream and the remote voting set up.
3. Send out a calendar invite or email with the IGM date, time and livestream link to all current student club members. Give notice of at least 7 days prior to the IGM.
4. Follow the link to set up your election poll form with Google Forms:
<https://www.google.com.au/forms/about/>
 - a. Sign in to your Google (Gmail) account or create an account for yourself (this takes about 1 minute)
 - b. Start new form and add the following as short answer text questions – Name and Student ID
 - c. Add multiple-choice questions for voting on committee positions and then add all nominees under each of the corresponding positions.
 - i. The returning officer can either notify the club to provide their nominees for committee positions prior to the livestream or can inform the club that they will accept nominations during the livestream. In the latter, the returning officer must set up the remote voting form during the IGM before sending out the link.

On the day

1. Ensure meeting minutes are on hand to record attendance as members' login to the livestream. The host will need to provide proof of attendance via a screenshot or exported data.
2. Once all nominees introduced, the returning officer is to send out the election poll link via the livestream chat by selecting 'Send' in google forms and click across to the 'Send via link' tab. Tick 'Shorten URL', copy the link and send it to the IGM attendees through the selected platform or group chat.
3. Once the poll is completed by all attending members, click on the 'Responses' tab to view results. Take screenshots of the pie graphs and export responses to excel (.csv) for



uploading to the files section of the portal. The returning officer is to announce the nominated committee for each position.

4. Once committee votes completed, the new committee can put forward resolutions they would like to see adopted.
5. Resolutions are to be set up in a new poll and follow the same process as remote votes.

IGM Follow Up Steps

6. Upload meeting minutes, vote outcome screenshots for committee/resolutions and exported voting documents to the "Files" section of the club's Portal page.
7. Notify clubs@swin.edu.au once uploaded for next steps.

Tips

The time spent making the Google Form could be a perfect opportunity to create a club email address. Don't forget to update the club's Student Life Portal page contact details for members and students to contact the club.

