Community Energy England AGM 2025

23 July, 1 - 2.30pm

Anyone is welcome to join us for our AGM, but only members can vote.

This document will give you the information and guidance you need to watch the AGM online and vote, if you are eligible. There is only one vote per eligible organisation so please be sure you are permitted to vote for your organisation.

AGM Papers

You can access all the papers you need for the AGM voting on the event page here. Details of the nominated directors will be shown on the screen during voting.

Zoom login details

We will be carrying out our AGM online via Zoom. You can click on the link below, which will open Zoom automatically, or open Zoom yourself first and then use the Meeting ID and Password below to log in manually.

Topic: 2025 CEE AGM

Time: Jul 23, 2025 01:00 PM London

Join Zoom Meeting

https://us02web.zoom.us/j/84559025399

Meeting ID: 845 5902 5399

Passcode: 915922

What is Zoom?

Zoom is an online meeting platform that many of you have probably become very familiar with over the last year. We will be using Zoom to present to you on the day, as well as using its polling function for you to cast your vote(s).
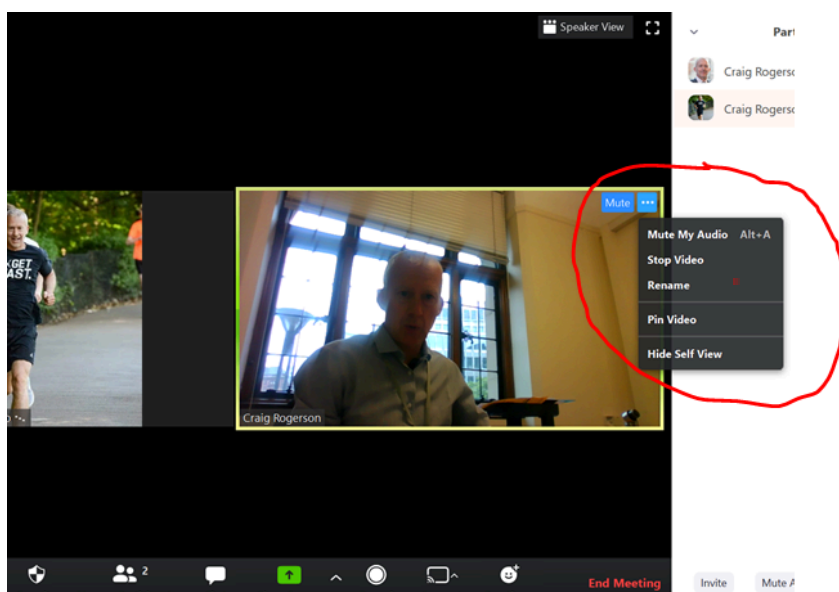
You will need to have Zoom downloaded onto your computer – please see this handy guide here if you haven't already got Zoom. On that page there is a link to download Zoom and even join a test meeting to familiarise yourself.

Changing your name on Zoom

When you sign in, it will be especially important for you to amend your name to include the organisation that you are voting on behalf of so that we know who you are representing.
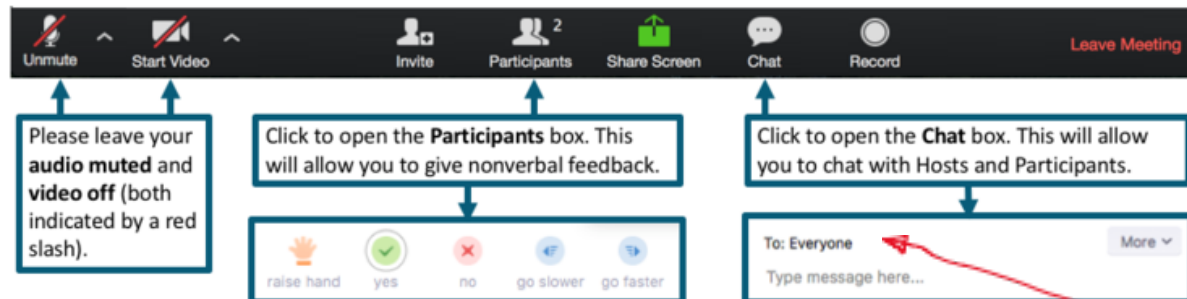

You can also amend your name by clicking on the three dots in the top right hand corner of your image and selecting "Rename":

How to chat and interact with us

To help us on the day, please use the **chat function** if you have any comments or questions. Below you can see a screenshot of where the chat box is located at the bottom of the Zoom screen.

You can also see how to mute/unmute yourself. Please mute yourself when the meeting starts but you can keep your video on if you want to.

You can use the chat box to send a message to the group, or you can choose to **privately message** another attendee. Click the button that initially says "Everyone" and then choose the name of the person you wish to chat privately to. If you are having any problems, please send a message to Philip Coventry, who will try to help.
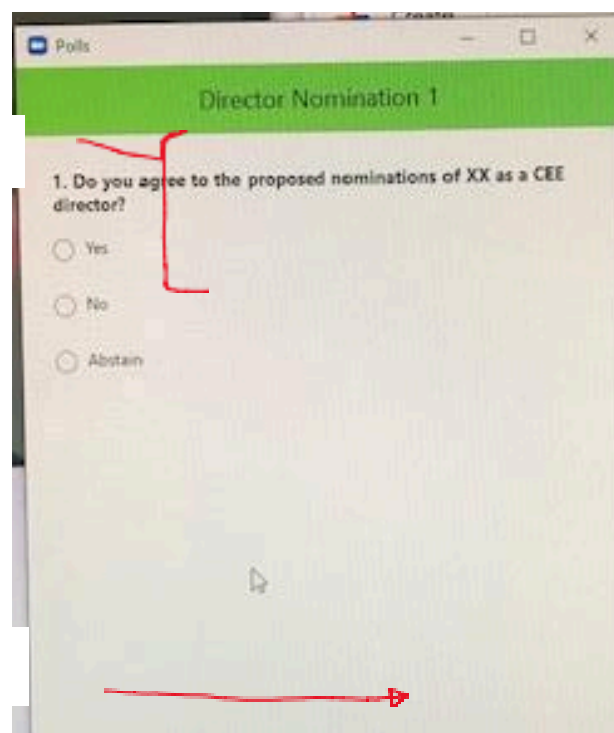
How to raise your hand virtually – If you need help you can raise your hand virtually (see above diagram). The nonverbal feedback function is how we will know you would like to engage – please don't use hand signals or interrupt speakers.

How to vote

Zoom has a simple polling function, which we will use to allow you to cast your votes. The Chair or Chief Executive will announce when a vote is taking place and you will see details on the slides. Then a poll box will appear on your screen – you do not need to press anything to make this happen.

When the poll box appears:

Choose your vote

Click to submit your vote

1. Make your selection by clicking on the small circles to the left of your preferred option.
2. Then click 'Submit' to finalise your choice.

The poll will close automatically after **1 minute**.

We will record the results and add to any pre-votes we received before the meeting via the online form. We will make the result of the vote public but not the breakdown of for/against/abstain.

If you are voting for multiple organisations

We know that there are many people who are involved with multiple CEE member organisations. If you are authorised to vote on behalf of more than one member at the AGM, when a vote takes place please send a <u>private</u> message in the chat box to Lisa West when the poll appears, giving this information:

1. The organisation(s) you are voting on behalf of.
2. What your vote is/votes are. Please use **YES**, **NO**, **ABSTAIN** only to help us collate the outcomes as fast as possible.

You will have **1 minute** to do this.

You can use the Zoom poll too, but you must tell Lisa which organisation those answers are for and be consistent with which member's votes you cast in the polls.

If you have two voters sharing a computer

If you are attending the AGM with one or more other people also eligible to vote on behalf of a member organisation, the person who registered for the meeting should use the Zoom polls and other people should send their votes to Lisa West in the chat box using the method above for multiple organisations. Above all, please be consistent in your voting method. Again you will have **1 minute** for voting.

Other voting information

As always, votes will be **anonymous** to other meeting participants.

You must not vote if you do not have authority to vote on behalf of a CEE member organisation. If two or more attendees represent the same organisation, please agree beforehand which one of you will cast the votes.

We will run a report after the meeting to double check that no non-members voted and that there were no duplicate votes.