**Procedure for AGM by CPE/CMI & B Study Circles and Chapters through Video Conferencing (VC) or Other Audio Video Solutions (OAVS) – Issued for Council year 2021-22**

1. The CPE Committee has allowed holding of Annual General meeting in physical mode or through Video Conferencing (VC) or Other Audio Video Solutions (OAVS) by CPE/CMI & B Study Circles & Chapters for fiscal year 2021-22. If physical gathering is allowed by authorities in their respective geographical areas, the same may be conducted as per already issued guidelines.
2. Last Date for finalization and submission of audited annual accounts for the financial year 2020-21 to RC/Branches/CPE portal is 15th May, 2021 as per CPE guidelines.

In Annual General Meeting convened through VC or OAVS or in physical mode, following business may be transacted:

1. Convening of elections for appointment of Convenor & Deputy Convenor for financial year 2021-22
2. If elections (process of receiving nominations) are already convened for appointment of Convenor & Deputy Convenor due to the fact that single nominations for both posts were received, then noting of the same in AGM.
3. Noting of Audited Annual Accounts for the financial year 2020-21
4. Appointment of Auditor
5. Any other business of urgent importance

Modalities for Holding AGM:

1. The Returning Officer/Polling officer shall be appointed as per the CPE Guidelines.
2. Notice shall be served through preferably email or whatsapp at least 14 days before the date of Annual General meeting.
3. Notice shall be served to all members of CPE/CMI & B Study Circle/Chapter as the case may be, including present Convenor, Deputy Convenor and the present Auditor.
4. Notice must mention the below points:
5. Statement that Annual General Meetings is being held through Video Conferencing or through other Audio Video Solutions
6. Date, place/online meeting weblink and Time of Annual General Meeting
7. Mandatory registration/updation of Email addresses of members to the concerned CPE Study Circle/Chapters.
8. Audited Annual Accounts of the CPE Study Circles & Chapters for the financial year may be circulated along with the notice.
9. Nomination form for candidature for the post of Convenor & Deputy Convenor should also be sent along with notice to the members.
10. The duly filled in nomination form with fee as per eligibility criteria /request for withdrawal of nomination as the case may be within the dates as specified in CPE guidelines will be submitted to the Returning/Polling Officer (through registered email/whatsapp number), in accordance with the schedule given below:.

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| 1. | Date of availability of nomination form | From the date of serving notice to the members |
| 2. | Last date for receipt of filled in nomination form | At least 7 days prior to the AGM |
| 3. | Last date for withdrawal of nomination | Within 2 days from the last date of submission of nominations |
| 4. | Sending of final list of nominations to the members | At least 3 days prior to the AGM |

1. After verifying the nomination as per CPE guidelines Returning/Polling officer will circulate the names to members as per schedule.
2. Where only one nomination for each of the post is received finally after last date of withdrawal, the same shall be considered elected and will be noted in AGM.
3. Where more than one nomination is received for any of the post, elections shall be convened during Annual General Meeting held through Video Conferencing or other Audio Video Solutions by raising of hands or any other way as decided by the members present.
4. Quorum and Other Guidelines issued by the CPE Committee/Council of ICAI from time to time, specifically and generally, shall continue to apply and the CPE Study Circles & Chapters shall ensure compliance of the same.
5. The Chairman, CPE Committee is authorized to take further decision as required in any matter/to issue clarification so as to remove hardship or to ensure compliance with the above guidelines.