In order to participate in our AGM please follow this step-by-step guide:

Step 1 Please register online via the Register button at www.clcu.ie/2025-agm by close of business on 5 December 2025 at 5pm.

Step 2 Based on the information you provide, being name, member number, email address and phone number, you will receive an immediate acknowledgement email. Based on the information you provide we will verify you as a member, and then you will be sent a formal invitation to the email address you provide in the registration process.

Step 3 This invitation will be sent to you at least 24 hours in advance of the AGM. A copy of the minutes of last year's AGM and the Standing Orders for this Year's AGM are available at www.clcu.ie/2025-agm. Please read these before the meeting.

Step 4 Please submit questions to the Board of Directors in advance of the AGM by emailing us at marketing@clcu.ie and the Board will endeavour to answer these at the meeting. See the Standing Orders for details of how questions will be handled at the AGM.

Step 5 Log on to the AGM, by clicking on the link provided in the invitation you will receive by email. We suggest you logon about 10 minutes before the start time of 19:00 on 9 December 2025.

Step 6 It is important that you note the invitation you receive is specific to you and can only be used on one device.

Step 7 When you log on you will be made aware that you are 'waiting'. When the Chair starts the meeting, you will be able to see and hear the meeting. Please select "Join with Computer Audio", so that you will be able to see and hear the Chair and any persons presenting. We recommend that while you are waiting, you should use the opportunity to test the sound on your computer so you can be sure it's working and at the right volume for you to follow the proceedings.

Step 8 For everyone's' comfort, all non-presenting participants will be 'muted' during the meeting. Please read the Standing Orders to be clear with how questions & answers will be handled.

Step 9 There are several items on the agenda where members will be asked to vote. This will be done by electronic polling. A poll will appear on your screen, click on your answer and press submit. You will be given sufficient time to cast your vote (the length of time allowed will be advised at the meeting). The poll will close after that time and the result will be announced by the Chair and shared on screen.

Step 10 To assist with the minutes, our AGM will be recorded. When the matters of the meeting are concluded, the Chair will end the AGM and close the Zoom link.