



**APPENDIX D**  
**CPF AGM: FACILITATOR CHECKLIST AND REPORT**

**CPF:** \_\_\_\_\_

**DATE OF CPF AGM:** \_\_\_\_\_

**NOTICE AND COMPLIANCE**

FACILITATORS TO CHECK THE FOLLOWING COMPLIANCE BEFORE THE AGM	TICK ✓		COMMENTS
	YES	NO	
1. List of organisations to be submitted to DOCS 30 days before AGM			
2. 21 Day notice to all CPF Member Organisations as on the list received from DOCS			
3. Database available of all CPF members organisations			
4. Attendance registers available (public and voters )			
5. Is there a Quorum? ( Fifty percent plus one of the designated member organisations will constitute a quorum)			
6. Number of registered organisations	NUMBER		

## 1. ALL THE REPORTS PRESENTED

FACILITATORS TO CHECK IF THE FOLLOWING REPORTS ARE READ/ PRESENTED AT THE AGM	TICK ✓		COMMENTS
	YES	NO	
1. Chairperson's report			
2. Financial report			
3. Station Commander Report			

## 2. QUORUM AND ATTENDANCE

FACILITATORS TO NOTE THE PRESENCE OF THE FOLLOWING OFFICIALS AT THE AGM	TICK ✓		COMMENTS
	YES	NO	
1. SAPS SC			
2. SAPS Cluster Commander			
3. SAPS Provincial Office			
4. IEC			

## 3. SUCCESFULL/ POSTPONED AGM

FACILITATORS TO REPORT ON THE STATUS OF THE AGM	TICK ✓		COMMENTS
	YES	NO	
1. Was the AGM successful?			
2. If NO, to which date is the AGM postponed?	DATE:		

Name of Official: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_