



## Community Meeting – Agenda

**Date:** Friday 22nd May 2026

**Time:** 6.00pm

**Location:** Online, Google Meet

**Meeting link:** <https://meet.google.com/kwe-mmqj-zjs>

**Convened by:** Leeds First Friday Coordination Team

### 1) Welcome and housekeeping

- a) Welcome and introduction
- b) Brief overview of how the meeting will run
- c) How to participate (chat, questions, no requirement to speak or be on camera)
- d) Expected duration
- e) Reminder of respectful discussion and conduct expectations

### 2) Purpose of the meeting

- a) This is the second community meeting in the Society formation process
- b) The purpose of the meeting is to consider adoption of the Leeds First Friday Society constitution and appendices
- c) The meeting will also consider ratification of the first coordination team
- d) The formal consultation period has now closed
- e) This meeting is not intended to reopen general consultation or gather further broad feedback
- f) Questions may be asked about the consultation feedback report, the revised documents, and any technical issues arising from the latest changes

### 3) Recap of the process so far

- a) Summary of the first community meeting held on Friday 24th April 2026
- b) Reminder that the first meeting was a consultation meeting, not a voting meeting

- c) Summary of how the draft documents were shared
- d) Summary of how feedback was gathered through the feedback form and document comments
- e) Explanation that the feedback has now been reviewed and used to produce final documents for adoption

**4) Presentation of the consultation feedback report**

- a) Overview of the feedback received
- b) Summary of consultation statistics and key themes
- c) Summary of positive, constructive and negative or sceptical feedback
- d) Explanation of how feedback was considered
- e) Summary of changes made directly as a result of consultation feedback
- f) Summary of clarifying changes made following internal review
- g) Opportunity for questions on the feedback report

**5) Final documents proposed for adoption**

- a) Constitution
- b) Appendix 1: Founding co chairs and acknowledgements
- c) Appendix 2: Founding Members Register
- d) Confirmation that these are the final versions proposed for adoption at this meeting
- e) Confirmation that public links to the documents have been circulated before the meeting
- f) Opportunity for questions on the final documents

**6) Explanation of voting process**

- a) Confirmation of who may vote
- b) Confirmation that Sophie Scott has been asked to act as Returning Officer for the votes at this meeting
- c) Explanation that the Returning Officer's role is to oversee the counting of votes, confirm the totals, and announce or confirm the outcome of each vote
- d) Explanation of votes cast in advance through the advance voting form
- e) Explanation that people who voted in advance must not vote again at the meeting
- f) Explanation of voting options: For, Against, or Abstain
- g) Explanation of how online voting at the meeting will be conducted
- h) Confirmation that vote totals will be counted, recorded and shared during the meeting

**7) Motion 1: Adoption of the constitution, formation of the Society, and confirmation of founding co chairs**

- a) Presentation of Motion 1:

Motion proposed by Kandice Aimee Fox:

*To adopt the Leeds First Friday Society constitution, including its appendices, and to formally establish the Leeds First Friday Society, with the Society coming into effect on 20th July 2026. This motion also confirms the founding co chairs of the Society as Kandice Aimee Fox, Lizi Bell and Ann East.*

- b) Brief explanation of the effect of the motion  
c) Final clarifying questions on Motion 1  
d) Vote on Motion 1  
e) Votes counted by the Returning Officer  
f) Result announced and recorded

**8) Motion 2: Ratification of the first coordination team**

- a) Presentation of the proposed first coordination team  
b) Explanation of the role of the coordination team  
c) Presentation of Motion 2:

Motion proposed by Ann East:

*To ratify the proposed first coordination team of the Leeds First Friday Society, consisting of the individuals named in the advance voting form and presented at the community meeting, to support the founding co chairs in the initial running of the Society and the ongoing support of Leeds First Friday.*

- d) Final clarifying questions on Motion 2  
e) Vote on Motion 2  
f) Votes counted by the Returning Officer  
g) Result announced and recorded

**9) Motion 3: Ratification of any additional coordination team members, if required**

- a) Confirmation of whether any additional proposed coordination team members require ratification at the meeting
- b) Explanation that Motion 3 will only be used if there are proposed additional coordination team members who were not named in the advance voting form and were therefore not included in Motion 2
- c) Explanation that, because these individuals were not included in the advance voting form, any vote on Motion 3 will only be taken from eligible voters present at the meeting
- d) Presentation of any additional proposed coordination team member or members, if required
- e) Presentation of Motion 3, if required:

Motion proposed by Kandice Aimee Fox:

*To ratify the additional proposed coordination team member or members of the Leeds First Friday Society, consisting of [names to be presented], to support the founding co chairs and the first coordination team in the initial running of the Society and the ongoing support of Leeds First Friday.*

- f) Final clarifying questions on Motion 3, if required
- g) Vote on Motion 3, if required
- h) Votes counted by the Returning Officer
- i) Result announced and recorded

**10) If the motions are passed**

- a) Confirmation that the Leeds First Friday Society has been adopted
- b) Confirmation that the Society will come into effect on 20th July 2026
- c) Explanation of the transition period between the meeting and the start date
- d) Confirmation that membership applications will be circulated more widely
- e) Outline of early practical steps for the founding co chairs and coordination team
- f) Future members' meeting dates and key information to be shared in due course

**11) If motions are not passed**

- a) Brief explanation of what happens if Motion 1 is not passed
- b) Brief explanation of what happens if Motion 2 is not passed

- c) Confirmation that next steps would be considered by the current coordination team and communicated to the community

**12) Questions and clarification**

- a) Final questions on the meeting outcomes
- b) Questions about membership applications and founding members
- c) Questions about the transition period
- d) Questions about next steps after adoption

**13) Closing remarks**

- a) Thanks to everyone who attended the meetings, read the documents, submitted feedback or contributed to the process
- b) Acknowledgement of the work of current and previous coordinators, volunteers, venues and community members
- c) Summary of next steps
- d) Formal close of the meeting