



SAMPLE AGM MEETING PROCEDURES

1. Welcome by the chairperson.
2. Chair calls for apologies and acknowledges any written apologies received. Attendees are noted.
3. Minutes of the previous annual general meeting are read by the secretary. They are moved and seconded for adoption or amendment - and voted on - by participants who were at the last general meeting. When approved the chairperson signs the minutes.
4. Any business arising from those minutes is then considered. This however should be minimal as annual general meetings are mainly concerned with the election of office bearers and the presentation of annual reports.
5. The chairperson then gives his or her report of the year's activities. This is moved, seconded and voted on for adoption.
6. The treasurer then presents his annual report and the audited financial position of the organisation. This is moved, seconded and voted on for adoption.
7. Sub-committee reports are then presented, usually by the convenor. These are also moved, seconded and voted on for adoption.
8. The chairperson then declares all positions vacant but usually stays in the chair for the voting process that will elect a new chairperson.
9. Nominations from the floor are then called for the position of chairperson. Each nomination must be moved and seconded and each nominee must agree to his or her nomination. If there is more than one agreed nomination an election is held either by show of hands or secret ballot. The outgoing chairperson would be entitled to a deliberative (normal) vote only but may abstain from voting.
10. Under the new chairperson, nominations are similarly called and voted on for:
 - secretary/public officer
 - treasurer
 - committee
11. The chairperson then formally welcomes the new committee.
12. A date is agreed for the next AGM (according to the group's constitution) and the meeting is closed. The time the meeting is closed is recorded. *Note: An ordinary meeting can then take place with the new office-bearers if it is necessary.*

