

# AGM Running Order Sheet for the Chair

*Note on quorum.* (Make sure a quorum is present before you start the meeting.)

## Chairperson's Welcome

Welcome all members and any visitors

Ask the Secretary to read out any apologies received to date

Ask for any further apologies

## Minutes of previous AGM

Ask the Secretary to read the minute or have copies sufficient copies available for all members

Ask for a mover and a seconder that:

'That the minutes of the Annual General Meeting be accepted as a true and accurate record.'

If the minute is not accurate, ask for a suitable amendment then ask for a mover and seconder for the amendment.

## Presentation of Annual Report

Briefly discuss the work of the last year from the perspective of the Chairperson

Ask for a mover and a seconder that:

'That the annual report be accepted.'

Ask for speakers for and against. If necessary, vote.

Declare the result.

## Treasurer's Report

Invite the Treasurer to speak to the audited financial statements for the past year

Ask for questions for the Treasurer

Ask for a mover and a seconder that:

'That Treasurer's report and the audited financial reports for be accepted.'

Ask for speakers for and against. If necessary, vote.

Declare the result.

## Election of Committee/Board Members

Invite the nominated representative to report on the ballot for Committee/Board members.

Declare the result.

## Any Other Business

The Constitution may allow discussion on matters directly related to the business which was indicated in the notice of meeting.

## Close

Declare the meeting closed.

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