

ANNUAL GENERAL MEETING MINUTES

Meeting Details

Club Name: _____

Date: _____ Time: _____

Location: _____

1. ATTENDANCE

State number only if attendance is high or pass around a sheet of paper for all members to register on.

Present: _____

Observers: _____

Apologies: _____

2. MINUTES OF THE PREVIOUS MEETING

MOTION: *"That the minutes of the meeting held on ___/___/___ be received and accepted"*

Moved: _____

Seconded: _____

Carried: Yes No

3. ANNUAL REPORTS FROM CURRENT EXECUTIVE (reports to be attached)

3.1 President

3.2 Secretary

3.3 Treasurer

3.4 Other

4. INTRODUCTION OF THE RETURNING OFFICER

External person to chair the election

5. ELECTIONS (Nominations, campaign speeches, secret ballot)

PRESIDENT

Nominee	Nominator	Number of votes received

“President for _____ (insert year) is _____”

SECRETARY

Nominee	Nominator	Number of votes received

“Secretary for _____ (insert year) is _____”

TREASURER

Nominee	Nominator	Number of votes received

“Treasurer for _____ (insert year) is _____”

VICE PRESIDENT

Nominee	Nominator	Number of votes received

“Vice President for _____ (insert year) is _____”

VICE SECRETARY

Nominee	Nominator	Number of votes received

“Vice Secretary for _____ (insert year) is _____”

VICE TREASURER

Nominee	Nominator	Number of votes received

“Vice Treasurer for _____ (insert year) is _____”

OTHER _____

Nominee	Nominator	Number of votes received

“ _____ for _____ (insert year) is _____”

OTHER _____

Nominee	Nominator	Number of votes received

“ _____ for _____ (insert year) is _____”

OTHER _____

Nominee	Nominator	Number of votes received

“ _____ for _____ (insert year) is _____”

6. AMENDMENTS TO/RE-AFFIRMATION OF CONSTITUTION

Discussion: _____

MOTION: “ _____”

Moved: _____

Seconded: _____

Carried: Yes No



7. OTHER MATTERS (Activities, sponsorships, memberships, funding, budget etc.)

Discussion: _____

MOTION: " _____

_____ "

Moved: _____

Seconded: _____

Carried: Yes No

Discussion: _____

MOTION: " _____

_____ "

Moved: _____

Seconded: _____

Carried: Yes No

Discussion: _____

MOTION: " _____

_____ "

Moved: _____

Seconded: _____

Carried: Yes No

8. DATE OF NEXT MEETING:

Date: _____ Time: _____

Location: _____

AGM closed at: _____ am/pm

