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Unknown

Running An Annual Business Meeting Online – Webinar – 18 April 2020

Stephen Preston, DTM – Programme Quality Director 2019/20 – District 72 – New Zealand



What To Expect:

- Purpose Of An ABM/AGM
- Points To Consider
- Election Requirements
- Prior Preparation
- Performance
- Post Meeting



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Purpose Of An ABM/AGM

- Review previous minutes
- Reflection on the year that has been
- Provide a financial update to members
- Elect the club committee for the next year
- AOB – Any other business of substantive importance
- Education for members in parliamentary procedures



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Points To Consider

- Club Constitution
- Voting
 - Quorum – majority of active members
 - Methodology – polls, chat, verbal vote
- Timing
 - Should be held within the first club meeting in May
 - Notification of the meeting to all members at least 14 days prior
 - Think about how long it is likely to take



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Election Requirements

- Club Officer roles – 1 July current year to 30 June following year
 - President
 - VP Education
 - VP Membership
 - VP Public Relations
 - Secretary
 - Treasurer
 - Sergeant at Arms
- Candidates must be Members in good standing
- Must have President, Secretary and 1 x VP (different)
- President no more than 12 months (becomes IPP)
- Preferably not more than 2 years for other roles
- Multiple roles and CLT/COT impacts



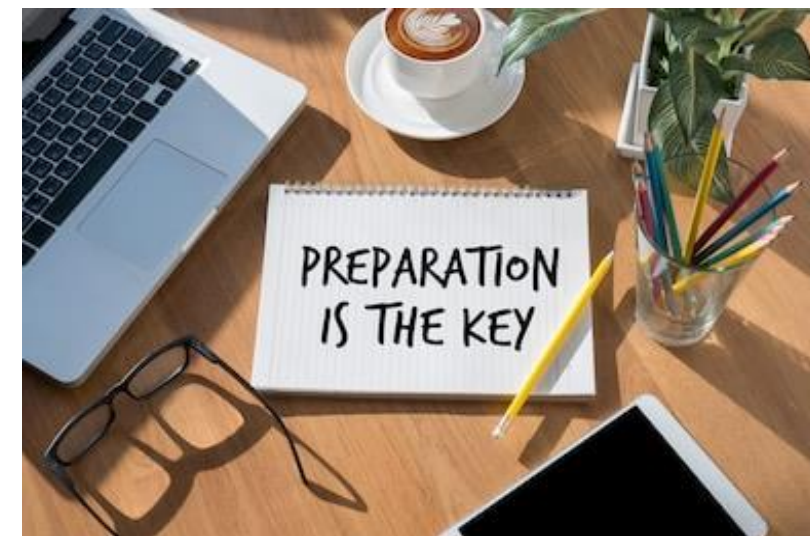
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Prior Preparation

- Notice of meeting published to all members at least 14 days prior to the ABM/AGM
- Minutes of previous ABM/AGM found and circulated
- Reports prepared (esp. President and Treasurer)
- Chairperson identified – most often current President
- Nominations Committee – IPP plus 2 members
- Elections Chair considerations
- Notification of AOB - remits
- Secretary (or other Member) prepared to take minutes
- Record the meeting
- Handouts emailed out to Members prior to meeting



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Performance

- Verify quorum
- Parliamentary procedures – Mark von Dadelszen, Westminster
 - Moving, seconding, discussion, amendments, voting, interjections
 - Robert's Rules not accepted under NZ Law
- Follow agenda
 - Notice of meeting
 - Verification of Quorum
 - Minutes of last ABM/AGM
 - Matters arising
 - Reports
 - Elections
 - Remits
 - AOB (incl. Change of Signatories if relevant – for banks)



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Post Meeting

- Submit Club Officer lists – TI Club Central, TNZ Club Finder, rostering systems
 - Ensure you update for the next Toastmasters year – DON'T change current year officers
 - Asap following meeting, but no later than June 30 – DCP gift to incoming committee
- Any changes to bylaws updated at TI Club Central
- Role handover meeting organised before 1 July
- Change of signatories at the bank
- Update ePresence – website, social media channels
- Update community contacts (eg, CAB, Library)
- File the minutes and send to all members



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