FAMDA - Annual General Meeting Running Order

1. Open the Meeting

Chair:

- Calls the meeting to order
- Welcomes members
- States date, time and venue

Suggested wording (optional):

"I declare the FAMDA Annual General Meeting open."

2. Confirm Quorum

Chair confirms with Secretary that quorum is present.

- If quorum met → proceed
- If not → follow Constitution requirements

☐☐ No formal business without quorum.

3. Apologies

Chair:

- Calls for apologies
- Secretary records them

4. Confirmation of Previous AGM Minutes

Chair:

- Confirms minutes of previous AGM
- Calls for mover and seconder
- Puts motion to meeting

Secretary records the resolution.

5. President's Report

Chair:

- Presents or tables the President's Report
- Invites questions (if any)
- Calls for motion to receive the report

Secretary records outcome.

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6. Treasurer's Report

Chair invites Treasurer to present.

Process:

- Treasurer presents financial report
- Chair invites questions
- Chair calls for motion to adopt the financial statements

Secretary records resolution.

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7. Election of Committee

Chair (or Returning Officer if appointed):

- Declares all positions vacant (as per Constitution)
- Announces nominations received
- Conducts elections (ballot if required)
- Declares elected Committee members

Secretary records full results.

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8. Membership Fees (if applicable)

Chair:

- Presents any proposed fee changes
- Calls for mover and seconder
- Puts motion to members

Secretary records outcome.

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9. Special Business (if any)

Chair:

- Introduces any special resolutions
- Manages discussion
- Puts motions to the meeting

Secretary records clearly.

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10. General Business (if permitted by Constitution)

Chair manages brief general matters if appropriate.

□□ Avoid new major decisions unless properly notified.

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11. Close the Meeting

Chair:

- Thanks members
- Declares the meeting closed
- States closing time

Suggested wording (optional):

"I declare the AGM closed."