**Your Toastmasters Club**

**Annual Business Meeting Agenda**

**Date:**

**Time:**

**Venue:**

**Zoom Link**:

Chair:

Minutes Secretary:

**Amendments to motions**

* **If they want to change/improve the motion they have to move an amendment.**
* **Move an amendment.**
* **Seconder**
* **Discussion (of the amendment)**
* **Vote on the amendment (carried or lost)**
* **Then return to the discussion on the amended motion. Is there any further discussion.**
* **Then vote on the amended motion (need to read this out)**

**Agenda**

**Confirmation of Quorum**

**The current membership of \_\_\_\_\_\_\_\_\_\_ Toastmasters Club is \_\_\_\_ members.**

**Quorum is the majority of members which equals 50% + 1 = \_\_\_\_\_\_\_\_ attendees (in room and by zoom)**

**Immediate Past President, \_\_\_\_\_\_\_\_\_\_\_\_ please confirm that we have quorum.**

If we don’t get quorum. **We will re-schedule the meeting on a date to be advised. We will have an informal discussion about the notices of motion at this time (to make the process quicker when we get quorum)**

1. **Meeting Open** – President. **I declare the Annual Business Meeting for \_\_\_\_\_\_\_\_\_\_\_\_\_ Toastmasters Club open. Welcome to all of you! I hope you enjoy the meeting. This is a great opportunity to look at how the past has shaped us, where we are currently and to hand over the baton to the incoming committee.**

**During this meeting we will be following parliamentary rules and the IPP. \_\_\_\_\_\_\_\_\_\_ will assist in the management of the meeting in the room.**

**If you wish to speak to a motion – please raise your hand, come to the front when called and say your name before starting. Each person can only speak once.**

1. **Apologies** – **Secretary , can you please advise of any apologies. Does anyone else have any apologies?**
2. **Minutes of the 20\_\_- \_\_ ABM** – read out the minutes.

**Please can someone to move that this is an accurate record of the annual business meeting of \_\_\_\_\_\_\_.**

**Please can we have a seconder.**

**Are there any matters arising from these minutes**? They need to be really specific to the minutes, not just general business or related to the fees etc.

**There being no amendments – let’s put this motion to a vote. All those in favour of adopting the minutes:**

**All those in favour say ‘aye’**

**All those against say ‘nay’**

**All those abstaining.**

* **The ayes have it – carried.**
* **The nays have it – motion is lost.**

Moved: Seconded:

1. Financial Report – Claire Tee, Treasurer

Moved: Seconded:

Claire to read her report.

Claire to move that her report be adopted.

**Please can we have a seconder.**

**Is there any discussion?** There are usually questions which \_\_\_\_\_\_\_\_\_\_ will have to answer.

Technically people are only allowed to speak once. Once discussion concluded put to the vote.

**There being no further discussion – lets put this motion to a vote. All those in favour of adopting the report:**

**All those in favour say ‘aye’**

**All those against say ‘nay’**

**All those abstaining.**

* **The ayes have it – carried.**
* **The nays have it – motion is lost.**
1. VP Education Report – \_\_\_\_\_\_\_\_\_\_\_\_\_, VP-Ed

Moved: Seconded:

Gloria to read her report.

Gloria to move that her report be adopted.

**Please can we have a seconder.**

**Is there any discussion?** There are usually questions which \_\_\_\_\_\_\_\_\_\_\_ will have to answer.

Technically people are only allowed to speak once. Once discussion concluded put to the vote.

**There being no further discussion – lets put this motion to a vote. All those in favour of adopting the report:**

**All those in favour say ‘aye’**

**All those against say ‘nay’**

**All those abstaining.**

* **The ayes have it – carried.**
* **The nays have it – motion is lost.**
1. Presidents Report – \_\_\_\_\_\_\_\_\_\_\_\_, President **READ your report**

Moved: Seconded:

**President to move that their report be adopted.**

**Please can we have a seconder.**

**Is there any discussion?** There are usually questions which \_\_\_\_\_\_\_\_\_\_ will have to answer.

Technically people are only allowed to speak once. Once discussion concluded put to the vote.

**There being no further discussion – lets put this motion to a vote. All those in favour of adopting the report:**

**All those in favour say ‘aye’**

**All those against say ‘nay’**

**All those abstaining.**

* **The ayes have it – carried.**
* **The nays have it – motion is lost.**
1. Election of 20\_\_\_- \_\_\_Committee

**Resignations have been received from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. **President** **Any nominations for the role of president?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Can we please have a seconder?** \_\_\_\_\_\_\_\_\_\_\_\_ **Any other nominations? If there are no further nominations – I declare \_\_\_\_\_\_\_\_\_\_\_\_\_\_ nominated as President for the Toastmasters Year 20\_\_\_-\_\_\_\_. Congratulations \_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**If there are more than one candidate for any election -**

Each of the candidates will now address the meeting for two minutes, in alphabetical order of last names.

Lights will be:

• Green at 1 minute

• Yellow at 1.30 minutes

• Red at 2.00 minutes

Timekeeper to stand and start clapping when two minutes is up and nominee to return to their chair.

I now call on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to address the meeting etc

I nominate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as the scrutineers.

Would the Secretary please distribute the ballots to the paid members of the club.

Please write the name of the candidate that you are voting for.

Would the Scrutineers please collect the ballots and retire to determine the successful candidate.

Whilst the Scrutineers are absent, we will have Table Topics.

I thank the Scrutineers for their work and announce that \_\_\_\_\_\_\_\_\_\_\_\_\_ is elected as \_\_\_\_\_\_\_\_\_\_\_\_\_ for the 20\_\_\_/\_\_\_\_\_\_\_ year.

* 1. **VP Education** **Any nominations for the role of VP ED?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Can we please have a seconder?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Any **other nominations? If there are no further nominations – I declare \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ nominated as VP Education for the Toastmasters Year 20\_\_\_\_- \_\_\_\_\_\_. Congratulations \_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

If there are other nominations – proceed with process for each candidate to speak for 2 minutes and ask for members to vote on a paper ballot.

* 1. **VP Membership** Any **nominations for the role of VP Membership?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**Can we please have a seconder?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Any other nominations? If there are no further nominations – I declare \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ nominated as VP Membership for the Toastmasters Year 20\_\_\_\_\_- \_\_\_\_\_\_\_\_. Congratulations \_\_\_\_\_\_\_\_\_\_\_\_\_.**

If there are other nominations – proceed with process for each candidate to speak for 2 minutes and ask for members to vote on a paper ballot.

* 1. **VP Public Relations** **Any nominations for the role of VP Public Relations?**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Can we please have a seconder?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Any other nominations? If there are no further nominations – I declare \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ nominated as VPPR for the Toastmasters Year 20\_\_\_- \_\_\_\_\_. Congratulations \_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

If there are other nominations – proceed with process for each candidate to speak for 2 minutes and ask for members to vote on a paper ballot.

* 1. Treasurer **Any nominations for the role of Treasurer?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Can we please have a seconder?** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Any other nominations? If there are no further nominations – I declare \_\_\_\_\_\_\_\_\_\_\_\_\_\_ nominated as Treasurer for the Toastmasters Year 20\_\_\_\_- \_\_\_\_\_. Congratulations \_\_\_\_\_\_\_\_\_\_\_\_\_.**

If there are other nominations – proceed with process for each candidate to speak for 2 minutes and ask for members to vote on a paper ballot.

* 1. Sergeant at Arms **Any nominations for the role of Sergeant at Arms?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Can we please have a seconder?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Any other nominations? If there are no further nominations – I declare \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ nominated as SAA for the Toastmasters Year 20\_\_\_\_\_- \_\_\_\_\_\_\_\_. Congratulations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

If there are other nominations – proceed with process for each candidate to speak for 2 minutes and ask for members to vote on a paper ballot.

* 1. Secretary **Any nominations for the role of Secretary?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Can we please have a seconder?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Any other nominations? If there are no further nominations – I declare \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ nominated as Secretary for the Toastmasters Year 20\_\_\_\_\_- \_\_\_\_\_\_\_\_\_\_\_. Congratulations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If there are other nominations – proceed with process for each candidate to speak for 2 minutes and ask for members to vote on a paper ballot.

1. Notice of Motion # 1 – Membership fees (Example)

**Is there a seconder?**

**Open for discussion.** One at a time. Speak through the chair.

1. General Business

**Now on to general business – is there any general business. If you have any items – please raise your hand and come to the front to speak when called.**

If items – get the person to explain what they want to raise and then say **“do you want put a motion to that effect”.** Then they work out what their motion is. Then get a seconder. If no seconder then the motion fails and moves on. If there is a seconder – open up for discussion. Go through the discussion. Once exhausted. Move to a vote **“put the motion to the vote”**

Etc.

1. Meeting Close

**I declare the meeting closed at xxx**