

NZYF AGM Procedures

To give assistance with managing your AGM the following PROCEDURE is recommended.
AGM's are to be held before the 30th November each year.

Roles for election are;

- Chairperson – elect temp chair if current standing again
- Vice-Chairperson - elect 2 if your club has 20 + members
- Treasurer – counts the money and enforces subs
- Secretary – the record keeper & responsible for keeping members informed
- Publicity Officer – takes photos and writes about club activities – sends to Head Office
- New Member Liaison – someone to follow-up new enquiries & make new members feel welcome
- Safety Officer – responsible for Health & Safety at club events
- Advisors – past members who provide support to your club (optional)
- Life Members – past members who have been outstanding contributors (certificates from Head Office)
- Patrons – a past member & community icon appointed generally for life

Voting rights

- Only financial members may vote.
- Every financial member has one vote.
- If a member is absent from the AGM. They should provide an “apology” prior to the meeting. If this done then the member has the right to place a proxy vote and be elected to a position.
- New members must become affiliated members before voting.
- Existing members must be a financial member of the current year.
- Votes must be received on voting papers, handed to the scrutineer and counted.

AGM Procedure Guidelines

Chairperson's Welcome

The Chairperson welcomes all members, especially visitors, prospective members and special guests. Mention them by name if possible

Apologies

Apologies are then noted

“Are there any apologies?”

“Would someone please move that these apologies be accepted?”

“A seconder please”

Vote Carried / Lost

Proxy Votes

Proxy votes are then noted

“Proxy votes are called for”

“Would someone please move that proxy votes be accepted?”

“A seconder please”

Vote Carried / Lost

Minutes of the previous AGM

“I will now ask the Secretary to read the minutes of the previous AGM”

The Secretary reads the minutes

“Would someone present at the meeting move that these are signed as a true and correct record?”

“A seconder please”

“All those in favour”

“All those against”

Vote Carried / Lost

Election of a temporary Chair

*“Nominations are called for a temporary Chair”
“A seconder please”
“All those in favour”
“All those against”*

Carried / Lost

Election of a Scrutineer

*“Nominations are called for a Scrutineer”
“A seconder please”
“All those in favour”
“All those against”*

Carried / Lost

Elections of position holders

*“Nominations are called for the position of xxxx”
“A seconder please”
“Ask if the person accepts their nomination”
“Call for any other nominations”
“Nominations closed”*
Voting then takes place.
Repeat for each position.

Election of each position is carried out one at a time. Each person voting is given a voting slip by the scrutineer and this is collected by the scrutineer. Votes are counted by the scrutineer and announced before the meeting is closed.

Other business

The nomination of:

- Advisory Members
- Life Members
- Patrons.

Same format as election of position holders.

General Business

Subs – \$70 full member – discuss club subsidising part of

Date, time & place of next meeting

Decide on the date, time and place of the next meeting and make sure all members are aware of this.

Closing the meeting

“As there is no further business, I declare the Annual General Meeting closed”
Secretary to note time that AGM closed.