“A meeting is an event at which the minutes are kept and the hours are lost.”

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
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
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
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
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)
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 ePrescence – website, social media channels
• Update community contacts (eg, CAB, Library)
• File the minutes and send to all members
What We Covered:

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