**AGM Agenda and Script Template**

* Welcome and introductions (i.e. board chairperson) – *acts as chairperson for the meeting.*
* Meeting call to order.
* Establish quorum (refer to organization’s bylaws).

Sample Script for meeting chair:

*Under our bylaws, a quorum for membership meetings is \_\_\_\_\_\_\_\_ members, and we have \_\_\_\_\_\_\_ members present. Therefore this meeting is duly convened.*

* Additions to agenda/approval of agenda.

Sample motion\*:

*May I have a motion to adopt the agenda as presented/amended?*

* Approve/amend minutes of previous AGM.

Sample motion:

*May I have a motion to approve the annual general meeting minutes of* ***<previous year>*** *as circulated?*

* Message from board chairperson and executive director.

Sample motion:

*May I have a motion to adopt the board chairperson and executive director’s report as presented?*

* Presentation of audited financial statements.
	+ Optional – report from the treasurer or audit committee chair.
	+ Auditor’s report.

No motion required

* Motion to appoint auditor(s) for the following year.

Sample motion:

*May I have a motion to appoint* ***<name of auditor or firm>*** *as auditors for the year ending* ***<insert fiscal year end>***?

* Presentation of the nomination committee/board development committee.
	+ Recognition of departing board directors.
	+ Announcement of directors who are continuing on the board.
	+ Presentation of list of nominees to the board.
	+ If the bylaws require, a call for additional nominations.

***NOTE: We encourage preparing a list of nominees in advance as a best practice.***

* + Motion to accept the list of nominees.

Sample Motion:

*May I have a motion to accept the nominees as presented?*

* Election of new directors
	+ Vote by members to elect new directors to the board.
	+ Motion to accept the slate of directors.

Sample Motion:

*May I have a motion to accept the slate of directors as presented?*

* + ***Note on appointment of board executive:*** No process for this is outlined in the *Nonprofit Corporations Act, 1995,* and this is generally done by the board of directors at its first meeting following the AGM.
* Optional – special guest speaker.
* Meeting adjournment.

Sample motion:

*May I have a motion to adjourn the meeting?*

**\*NOTE(S):**

Names of movers and seconders of the motions are recorded in the minutes (refer to your organization’s meeting management processes).

If there are any special resolutions requiring approval by the membership, such as changes to the constitution or bylaws of the organization, please add to the agenda when necessary.

* + Refer to your organization’s bylaws for specifics regarding voting.

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