**Happy Family Cooperative**

Standard agenda items should include:

\*Review the meeting’s purpose, agenda, and expected outcomes.

\*Review the minutes of the prior meeting.

\*Review participants' progress on commitments and action items made at the prior meeting.

\*The chairperson’s review of the commitments made by participants during the meeting as a final agenda item.

The main purpose of an agenda is to list activities or topics to be discussed at a meeting. Agendas help participants to plan ahead.

2014 ANNUAL GENERAL MEETING

Saturday, 6th September 2016 at 2pm

Manguna Town Hall

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| Agenda Item | Explanation | Who | Minutes |
| 1. Opening of Annual General Meeting (AGM) | The AGM is opened and members are welcomed. | Annual General Meetings are usually opened by the Chairperson. |  |
| 1. Confirmation of quorum | Here all members present should be recorded and quorum established. | The Secretary should do this. | The list of all attendees should be included with the meeting minutes of the meeting. |
| 1. Approval of the agenda | Any changes to the agenda should be noted and a motion should be passed to approve the agenda. | The Chairperson should ask for this motion to be made by a member and passed by the GA. | The motion, name of the member who called the motion, the seconder should be recorded. |
| 1. Reading and approval of the minutes of the last General Meeting | The previous General Meeting minutes are read and a motion made to approve them. | This is usually done by a member of the Board. | The motion, name of the member who called the motion, the seconder should be recorded. |
| 1. Presentation of annual report: | Reports of the activities of the organisation from the past year, to be approved by the General Assembly. | Annual reports are usually presented and explained by the Chairperson. | Any matters arising from the annual report should be recorded as well as the motion to approve the annual report. |
| 1. Presentation of the financial report | The report presented should have already been adopted by the Board prior to the General Meeting and is then accepted by the General Assembly. | The financial report should be presented by the Treasurer. | Any matters arising from the annual report should be recorded as well as the motion to approve the annual report. |
| 1. Elections of new officials | The constitution should define the election process. Nomination forms should be used. | The chairperson or the election’s committee should preside over the election process, following the constitution document. | The minutes should provide a short summary of the nominees, the process used and the election results. |
| 1. Motions (changes to the constitution, etc.) | To make change within the organisation, a formal proposal must be presented and approved by the General Assembly. | The Chairperson should ask for this motion to be made by a member and passed by the General Assembly. | This should include a short summary of the background info, reason supporting the motion, and the motion. |
| 1. Other business | Items not included in the agenda should be discussed here. | Anyone who wishes to raise an item can speak here. | Any matters arising and their outcomes should be recorded here. |
| 1. Adjournment | Close of meeting should include a review of key points, discussion of assignments, communications plan for those not in attendance, and confirmation of the next meeting. | The Chairperson usually closes the meeting | The discussion of assignments, communications plan for those not in attendance, and confirmation of the next meeting should be recorded. |

**Agenda**