



Example of an agenda for an Annual General Meeting

The agenda of the Annual General Meeting (AGM) will depend on the legal structure of the organisation, how actively it has been operating over the past year and how much engagement the board is seeking from the owners.

A basic agenda might include

1. Minutes from the last Meeting
2. Appointment of a new Trustee (which might not need to be done at a meeting or can be done at a special meeting)
3. The Annual Accounts
4. Any current or planned projects or current issues.

The only business required at an AGM for a company registered under the Companies Act is:

1. The appointment of an auditor
2. Fixing the auditors remuneration.
3. Other business at the annual meeting usually includes
 - a. Consideration of the financial statements
 - b. The election of directors.

It is not however, unusual, particularly in Maori organisations, for the AGM to be used as an opportunity for the board and the owners to discuss the strategic direction of the organisation, how and why decisions have been made and future factors that may influence the direction and performance of the organisation.

Whatever the type of agenda chosen for the AGM, preparation is vital so that the meeting runs smoothly and achieves what it needs to. In particular, the Chair needs to be well-briefed and prepared to manage the meeting so that it meets its objectives.

Here is an example of what could be expected of the Chair at an AGM:

Procedure for an Annual General Meeting; Notes for the Chair

- Call the meeting to order
- Introduce yourself
- Welcome all to the second/third. twentieth etc Annual General Meeting of XYZ
- Introduce other directors/trustees
- Declare any apologies from directors

Chairman to say:

“I confirm that under the Constitution/Trust Deed of XYZ we have a quorum and I declare the meeting of shareholders/beneficiaries properly constituted.”





(Quorum = the number of shareholders having the right to vote which is included in the Constitution or Trust Deed)

I advise the meeting that members of the press and non-shareholders may be present. (or may not be..)

Are there any apologies from shareholders?

As The Notice of Meeting has been circulated to all Shareholders, I will take it as read.

Proxies have been lodged byshareholders holdingshares, representing% of the ordinary issued share capital of the company.

"I advise that directors have confirmed that the minutes of the Annual General Meeting held on (17 July 2001) are a true and correct record of that meeting. Copies of the minutes of the meeting are available on the

1. Financial Statements and Auditors report

"Ladies and Gentlemen, I move that we adopt the Financial Statements and Auditors report for the year ended (30 June 2002).

"I request a shareholder to second the motion

"The motion is now open for discussion. Before inviting questions and discussion from shareholders I shall briefly review the year.

Give a brief report of key activities

"I now invite questions from the floor.

(Put the motion to the meeting. Call for those in favour to raise right hand, those against raise right hand. Declare the result.)

2. Auditor

I record the continuance in Office of the auditors, or I move the motion to reappoint the auditors, or , I move the motion to appoint new auditors



3. Election of Director –

“In accordance with the company's constitution Mr Paora Lawrence retires from the casual vacancy created by the resignation of Dr John Smith in April 2001. Being eligible, Mr Lawrence offers himself for re-election. His experience and expertise will be invaluable.

“I move that Mr Lawrence be elected as a director of the company

“I request a shareholder to second the motion

“The motion is now open for discussion

(Put the motion to the meeting.)

4. Any other business –

There being no other business.

5. Close meeting

“That concludes the business of the meeting. I thank you for your attendance. I invite the Chief Executive to give a presentation and remind shareholders to join the Directors for refreshments after the meeting.
