**AUSTRALIAN NATIVE BEE ASSOCIATION INC.**



**SUGGESTED AGENDA FOR BRANCH AGM**

**Opening and welcome**

**Apologies**

**President report -** Motion moved and seconded and voted on to receive the report after it is read.

**Financials –** Copy of income and expenditure for the financial year plus auditor report presented. Ask for any questions which can be answered. Branches most likely will not have assets and liabilities to report on. Move and second motion to accept the Income and Expenditure and auditors report and vote on this motion.

**Election of Branch Executive –** Best Chaired by someone who is not a Branch member. If not possible then someone who is not going to stand for Chairperson. All positions become vacant. Section 8 (c) of the Rules does not come into play as the Branches have not been in place for two (2) years.

Call for nominations for Chairperson – Move and second people. If only one nomination then declared elected. If more than one a secret ballot is best unless members are happy for a show of hands. Once the Chairperson is elected the person Chairing this session can hand back to the elected Chairperson if so desired. If secret ballot is held then scrutineers need to be appointed.

Call for nominations for Secretary/Treasurer or if separate positions then Secretary and after that election of the Treasurer. Same process as for Chairperson call for nominations, then move and second people. Again the same ballot procedure if needed.

If the Branch has other positions on the Branch Executive then the process of elections i.e. calling nominations, moving, seconding and voting if needed.

Call for nominations for Branch representative on the Management Committee. Again move and second people and ballot if needed. Branch Secretary to advise the ANBA Secretary of the elected person at least 14 days prior to ANBA AGM.

**General Business** – Only there in case something comes up. Usually there is nothing as other matters are handled in the normal Branch meeting.