



Document ID MEETBR1	Title IOQ NZ (Inc.) Branch AGM Meeting	Revision 1
Prepared By: Petrina Torstonson	Approved By: IOQ NZ (Inc.) Executive Committee	Date Approved 20/05/22

## IOQ NZ (Inc.) Branch AGM Meeting

### Purpose:

The purpose of this procedure is to provide consistency across all IOQ NZ (Inc.) branches when holding Branch AGMs.

### Responsibilities:

#### Branch Chair

The Branch Chair is responsible for confirming the meeting date, chairing the meeting and signing off on the AGM minutes of the previous meeting.

#### Secretary

The Branch Secretary is responsible for the following aspects of the IOQ NZ (Inc.) AGM Branch meeting:

- Sending out the AGM Notice not less than 21 days prior to the meeting
- Booking the meeting venue
- Confirming catering numbers (if required).
- Keeping a register of all attendees
- Taking minutes of the meeting, including attendees and apologies (if any)

#### Treasurer

The Branch Treasurer is responsible for providing an overview of the branch financials from the previous 12 months.



## Procedure:

### Notification of AGM meeting

- 1.1 The Branch Chair will confirm the AGM date which shall be held in the second three months of each calendar year. This is in accordance with the IOQ NZ (Inc.) rules.
- 1.2 The Branch Secretary will no later than 21 days prior to the meeting email all IOQ NZ (Inc.) local branch members:
  - a. an invitation to the meeting
  - b. a copy of the agenda, and
  - c. a copy of the minutes of the previous meeting.
- 1.3 The agenda may include the following items:
  - Name of organisation (Institute of Quarrying NZ - Branch)
  - Date and time of the Annual General Meeting
  - Venue
  - Apologies
  - Condolences (if any)
  - Minutes of previous AGM
  - Matters arising from previous AGM
  - President's Report
  - Secretary's Report
  - Financial / Treasurer's Report
  - Election of Branch Officers
  - Election of Branch Committee
  - General Business (if any)

An example of an AGM template is attached - see Attachment One.

*Note: Election of Branch Officers includes Chair, Deputy Chair, Secretary and Treasurer.*

### Preparation of AGM Meeting

- 1.4 The Branch Secretary shall ensure an attendance sheet is available for members to complete when attending the AGM.
- 1.5 The Branch Secretary shall ensure voting papers are available for the Election of Officers (if required).



## AGM Meeting

- 1.6 The Branch Chair will open the AGM and run through the agenda items. Note: an example of an agenda run sheet is attached which may be useful in determining when a proposer and seconder is required (see Attachment 2).
- 1.7 Any current member can vote at a Branch meeting.
- 1.8 The Branch Secretary will complete the draft minutes and action plan within one week of the meeting.
- 1.9 The Branch Secretary will then distribute the draft minutes for proofing to the local committee for comment and confirmation that the minutes accurately reflect the meeting.
- 1.10 Once completed, the Branch Secretary will distribute the minutes (and action plan, if applicable) to all branch members.

## Minutes from Previous Meeting

- 1.11 The Branch Secretary will forward the approved AGM minutes from the previous meeting to the Branch Chair for signing.
- 1.12 The Branch Chair will sign the approved AGM minutes and return back to the Branch Secretary.
- 1.13 The Branch Chair/Secretary shall forward a copy (via email) to the National Secretary. The original remains with the Branch.



## ATTACHMENT ONE - AGENDA



## Email from Institute of Quarrying NZ (Inc.)

Dear Member of the Institute of Quarrying New Zealand (Inc.)

Please accept this email as confirmation and advanced notice of the [year] INSTITUTE OF QUARRYING [Auckland] Branch Annual General Meeting which will be held at [venue] on [date] at [time].

### AGENDA:

1. Apologies
2. Condolences
3. Approval of Minutes from [year] AGM [enter date]
4. Matters Arising
5. President's Report
6. Secretary's Report
7. Financial Report / Treasurer's Report
8. Election of Branch Officers
9. Election of Branch Committee
10. General Business

Regards

[Name]

Branch Chair

Institute of Quarrying NZ (Inc.)



## ATTACHMENT TWO – RUN SHEET

An example of the AGM run sheet template is shown below.

### **6.30 pm Meeting Opens**

Welcome everyone to the [region] Branch AGM for [year].

#### **1. Apologies.**

Call for apologies.

#### **2. Condolences**

Ask everyone to stand for a few moments to remember members of the Institute of Quarrying who are no longer with us. These include [names].

Are there any other members?

Sit down

#### **3. Approval of Minutes from [year] AGM**

The [year] AGM Minutes were distributed to all members prior to this meeting.

Would someone move that they are a true and accurate record?

Would someone second the motion?

Thank you

#### **4. Matters Arising**

Are there any matters arising from the Minutes of the [year] AGM

(If there are, we will deal with them as they arise)



(If not, move on)

**5. Branch Chair Report**

[The Branch Chair will read out his report].

I move that my Report be adopted.

Is there a seconder?

**6. Branch Secretary Report**

The Branch Secretary report will now be read out (if applicable).

I will hand you over to [name] to read out the report.

**7. Financial Report / Treasurers Report**

The Financial / Treasurers report will now read out and/or presented by [name].

Are there any other matters arising from the Financial Report (panel will deal with any questions)?

I recommend that the Financial Report be adopted.

Would somebody move that the Financial Report be adopted?

Is there a seconder?

**8. Election of Branch Officers**

The following branch positions are up for election at today's AGM.

The following nominations have been received:

[name] Proposed by:      Seconded by:

[name] Proposed by:      Seconded by:

Are there any other nominations?

(If none)



## 9. Election of Branch Committee

If the existing Branch committee wish to stay on the committee (or those that wish to stay), then they can be re-elected en-masse:

Proposed by:                      Seconded by:

Are there any other nominations for the Branch Committee?

[name]                                      Proposed by:      Seconded by:

[name]                                      Proposed by:      Seconded by:

## 10. General Business

Are there any items of General Business?

(We will deal with anything as it arises).

**There being no further business, I declare the Branch Annual General Meeting closed.**



IOQ NZ Procedure Manual – IOQ NZ AGM Branch Meetings V1