

# ANNUAL GENERAL MEETING (AGM) SAMPLE SCRIPT

The following AGM Sample Script is based on areas addressed in SaskCulture’s annual general meeting. Non-profit organizations should review their constitution and bylaws to determine what is required for their own organization. This sample provides some ideas on handling common aspects of an AGM, based on Robert’s Rules of Order.

SPEAKER	DIALOGUE
	<b>Call to Order</b>
President	On behalf of the (name of organization) board of directors, I would like to welcome you all to the (year) (name of organization) annual general meeting. I will now call the meeting to order.
	I would first like to introduce the current board in attendance. <i>(Introduce)</i> As well as staff members <i>(Introduce)</i>
	I hope you all have the documents for this meeting, including the financial statements, board nominee biographies (and any other reports). You should all have your voting cards (or other voting mechanism).
	<i>(Address any other housekeeping items, such as washrooms, refreshments, breaks, resources, etc.)</i>
	<i>(Assess quorum to ensure all voting falls within constitutional requirements)</i>
	<b>Call for Nominations</b>
Past President	I am here to make the first Call for Nominations from the Floor <i>(if required to give three calls for nominations from the floor – begin early)</i>
	<i>(If a nomination comes from the floor at any time, the past-president should meet with the individual privately and explain the expectations. If the nominee accepts, the Past President can come back and announce the new candidate’s addition to the slate – and if an election will result).</i>
	<b>Approval of the Agenda</b>
President	Please review the agenda provided for approval. <i>(Provide a moment or two)</i>
	<i>(If someone asks for clarification or an addition, assess whether it can be added or changed.)</i> We will make (or not make) the suggested amendments.
	Then hearing no (other) additions or changes May I have someone provide a motion to approve the agenda as is, (or, as amended)? <i>(State name of mover)</i>
	Second the motion? <i>(State name of seconder for minutes)</i>
	Call the Vote

## SaskCulture Web Resources – GOOD GOVERNANCE

	<b>Approval of the Minutes</b>
President	Please review the minutes from the last AGM, of (day, year).
	<i>(If someone asks for clarification or an addition, assess whether it can be added or changed.) We will make (or not make) the identified amendments.</i>
	Then hearing no (other) additions or changes May I have someone provide a motion to approve the minutes (as amended)? <i>(State name of mover)</i>
	Second the motion? <i>(State name of seconder for minutes)</i>
	Call the Vote
	<b>Reports from Directors</b>
President	<i>Provide Presidents Report – report on vision and mandate</i>
Executive Director	<i>Provide Ex. Directors Report – report on business</i>
	<i>Other reports as necessary.</i>
	<i>No motions are needed for these reports.</i>
	<b>2<sup>nd</sup> Call for Nominations</b>
Past President	This is the 2 <sup>nd</sup> Call for Nominations from the Floor - <i>(The Past President may want to make a comment on the benefits of serving the organization)</i>
	<b>Financial Report</b>
Treasurer or Audit Committee chair	Provide Report on the Audit (see notes)
	Does anyone have any questions of the audit committee? <i>(If audit committee cannot answer, the question is deferred to CEO or auditor (if present) as appropriate).</i>
	Then hearing no further questions, may I have someone provide a motion to accept the audit as reported? <i>(State name of mover)</i>
	Second the motion? <i>(State name of seconder)</i>
	Call the vote
	<b>Appointment of the Auditor</b>
Treasurer or Audit Committee Chair	Next, may I have someone provide a motion to approve the auditor (state name of auditor/or firm)? <i>(State name of mover)</i>
	Second the motion? <i>(State name of seconder)</i>
	Call the vote.
	<b>New Business (issues from the floor)</b>
President	Thank the Audit Committee and Auditor Now, I would like to open the floor to any new business.
	If any issues identified, identify for discussion and report back by the Board at a later date.
	<b>Close Nomination Process</b>
Past President	This is the 3 <sup>rd</sup> and final call for nominations from the floor
	Hearing no additional nominations, may I have someone make a motion to close nominations? <i>(State name of mover)</i>
	Seconder? <i>(State name of seconder)</i>
	Call the vote.
	<b>Presentation of the Slate</b>

## SaskCulture Web Resources – GOOD GOVERNANCE

President	On behalf of the (name of organization) board of directors, I would like to present the slate of nominees for election and/or acclamation. <i>(The Past-president should have determined whether an election is needed, and be prepared to be called upon to start the process).</i>
	<b>Directors elected by Acclamation (or approval of a Slate of Candidates)</b>
Past President	<i>(If no election is needed) With no election required, I would like to welcome and call for a motion to elect the following new directors onto the (name of organization) board of directors by acclamation. (List the names of the nominees elected by acclamation).</i> <i>(State the name of the mover)</i> Second the motion? <i>(State the name of the seconder)</i> Call the vote
	<b>Election of Directors</b>
Past President	We have multiple candidates for vacant board positions, so we will now move to an election of directors by (secret ballot, voting cards). Explain the voting process. Before we begin, I would like to appoint two scrutineers to collect and count the ballots. May I have a motion to appoint (names of scrutineers) as scrutineers? <i>(State the name of mover)</i> Second the motion? <i>(State the name of the seconder for minutes)</i> <i>(Call out the position, then identify the candidates. Candidates may be invited to speak (time if necessary) at the podium. After all candidates have had a chance to be presented, call the vote. Make sure it is clear what the position is, who the candidates are and how the membership is to vote – repeat instructions if necessary. When all the votes are cast, the scrutineers take the ballots to another room to count and bring results back to the Past President for reporting.)</i> <i>(Report back the results) The candidate elected to fill the position of (name of position on board) is (name of person). (There is no need to read out all the results).</i> <i>(When all voting is complete). At this time, I would like to thank all the nomination committee for all its hard work, and the nominees for letting their names stand for election to our organization. I would like to welcome (read all the names of new directors) to the (name of organization) board. Please remain after the adjournment of the meeting so we can discuss your first Board meeting.</i>
	<b>Destruction of the Ballots</b>
Past President	Now, may I have a motion to destroy the ballots in seven days (or immediately)? <i>(State the name of the mover)</i> Second the motion? <i>(State the name of the seconder)</i> Call the vote.
	<b>Thank you to Leaving Board Members</b>
President	We would like to take this opportunity to thank the board members that are leaving the board today. <i>(Thank each board member with hand shake or tribute gift).</i>
	<b>Adjournment</b>
President	Citing no further business, may I please have a motion to adjourn this meeting? <i>(State the name of the mover)</i> Second the motion? <i>(State the name of the seconder)</i> There is no need to vote on an adjournment.

*The information in this section was compiled from various Canadian sources. Some of the information that applies in one province, may not apply in another, or be different if an organization is incorporated federally. Organizations are encouraged to seek professional counsel in determining what is legal for their individual organization.*

*Disclaimer*

**Other Topics to Explore:**

[Board Succession Planning](#)

[Holding Board Meetings](#)

[Board Orientation](#)

**Other links:**

*A Script for an Annual General Meeting.* By Eli Mina.

<http://www.elimina.com/insights/meeting-annual.htm>

*Plan and organize the annual general meeting for a non-profit.* Constance Woloschuck, 2000. <https://suite101.com/a/plan-and-organize-the-annual-general-meeting-for-a-non-profit-a392390>

*Annual General Meetings, Special General Meetings and Non-Profit Organizations.* CoCo – The Centre for community organizations. Montreal, June 2010, updated 2012.

<http://coco-net.org/wp-content/uploads/2012/08/AGM-updated-2012-EN.pdf>

*Annual General Meetings: Tips for Success.* Divisions of Family Practice.

<https://www.divisionsbc.ca/provincial/agm>

*Script for Nominations and Elections.* By Eli Mina.

<http://www.elimina.com/insights/rule-sept05-1.htm>

*F:\WP\Communications Manager\Communications\Organizational Resources\Good Governance\2014 Version - Good Governance\14.10.20.Governance.Annual Meeting Script Sample.doc*