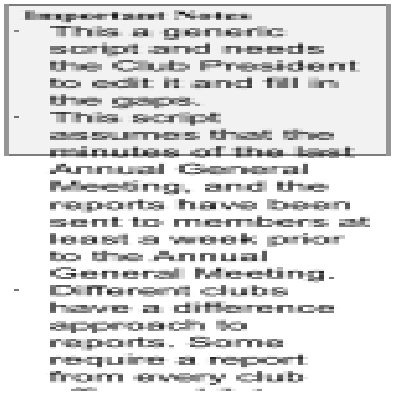
GENERIC SCRIPT FOR A CLUB ANNUAL BUSINESS MEETING



Colour Coding for speaking

President Secretary Treasurer Other Officers

1. Call to Order

The time is _____ and I call this Annual Business meeting of _____ to order and extend a welcome to all members present. [add any other comments e.g. Guests]

2. Confirmation of a Quorum

I ask the Secretary to confirm a quorum is present.

The quorum for a Club Annual Business Meeting is the majority of its paid members. The Club currently has _____ paid members. A quorum is therefore _____members.

Madam/Mr President, I can confirm that there are ___ members present, and you do / do not have a quorum.

3. Speaking and Voting Rights

Only currently paid members have voting rights, which include the ability to move or second motions. There are no proxies for a club business meeting.

I extend speaking rights to all Toastmasters present and will give priority to paid members of this club.

4. Apologies

Are there any apologies to this Annual Business Meeting?

Would someone please move

"That apologies are accepted"

Moved: (does not require a seconder)

5. **Minutes of the 2025 Annual General Meeting**
   The minutes of the 2025 Annual Business meeting have been circulated. Are there any corrections to the minutes?

If there is a proposed correction, this will require a mover and a seconder. Example: **"That the bank account balance shown in the Treasurer's report be amended to read $180.00 instead of $18000."** Put the motion

   The motion for the minutes:

   "That the Minutes of the 2025 Annual Business Meeting as circulated *[as amended]* be approved as a true and correct record"

   Would someone please move the motion.

   Moved:

   Seconded:

   All those in favour of the motion please say aye; against say no. Any abstentions?

   Announce result

6. **Matters Arising from the Minutes of the 2020 Annual General Meeting**

   Are there any matters arising from the Minutes which are not covered in the reports?

   [*Avoid going through the minutes item by item. If a member raises a question, direct that it will be covered in the (specified) report or as a General Business item. No motion is required.]*

7. **Correspondence to the 2026 Annual General Meeting**

   [It is unlikely that there will be any. e.g. It might be that a past President has sent a good wishes message. Use your judgement as whether motions to receive the correspondence are even necessary]

8. **Financial Report**
   [This should always be the first report as it may influence subsequent agenda items]

   I ask the Treasurer to present the Finance report.

   Madam or Mr President, I have pleasure in presenting the finance report for the year ended 30th of April 20_____as circulated. *[Add any comments].*

   I move that my report be received.

   Is there a seconder for this report?

   Seconded:

The Treasurer's report is now open for discussion.

Are there any questions or comments for the Treasurer?

"That the Treasurer's report be adopted"

All those in favour of the motion please say aye; against say no. Any abstentions?

Announce result

9. **Other Reports**

The other reports have been circulated. Would someone please move that the reports other than the treasurers report be received.

Moved:

Seconded:

The reports are now open for discussion.

Firstly, do any of the officers have any verbal updates to their report?

[Club Officers comments]

Are there any questions or comments from members?

[President to give a wrap up & acknowledgement of the club officers]

The motion is:

"That the reports other than the Treasurer's report be adopted"

All those in favour of the motion please say aye; against say no. Any abstentions?
Announce result

10. Elections

[If there is a contested election, be ready to nominate two scrutineers. If there is a contested election, the election for the next office is delayed until the result is known. That gives the unsuccessful candidate the opportunity to stand for another role.]

10.1 The Club Leadership Committee has nominated name_____ for the role of **PRESIDENT**.

Name_____ do you accept the nomination?

Are there any further nominations for the role of President?

There being no additional nominations, I declare nominations for the position of President closed.

There being no other nominations I declare _____ elected as _____ for the 2026/2027 year.

Each of the candidates will now address the meeting for two minutes, in alphabetical order of last names.

Lights will be:

- Green at 1 minute
- Yellow at 1.30 minutes
- Red at 2.00 minutes

Timekeeper to stand and start clapping when two minutes is up and nominee to return to their chair.

I now call on _____ to address the meeting etc

I nominate _____ and _____ as the scrutineers.

- Would the Secretary please distribute the ballots to the paid members of the club.
- Please write the name of the candidate that you are voting for.
- Would the Scrutineers please collect the ballots and retire to determine the successful candidate.
- Whilst the Scrutineers are absent, we will have Table Topics.

I thank the Scrutineers for their work and announce that _____ is elected as _____ for the 2026/27 year.

10.2 The Club Leadership Committee has nominated name_____ for the role of **Vice President Education**.

Name_____ do you accept the nomination?

Are there any further nominations for the role of Vice President Education?

There being no additional nominations, I declare nominations for the position of Vice President Education closed.

[process as above]

10.3 The Club Leadership Committee has nominated name_____ for the role of **Vice President Membership.**

Name_____ do you accept the nomination?

Are there any further nominations for the role of Vice President Membership?

There being no additional nominations, I declare nominations for the position of Vice President Membership closed. *[process as above]*

10.4 The Club Leadership Committee has nominated name_____ for the role of **Vice President Public Relations.**

Name_____ do you accept the nomination?

Are there any further nominations for the role of Vice President Public Relations? There being no additional nominations, I declare nominations for the position of Vice President Public Relations closed. *[process as above]*

10.5 The Club Leadership Committee has nominated name_____ for the role of **Secretary**.

Name_____ do you accept the nomination?

Are there any further nominations for the role of Secretary?

There being no additional nominations, I declare nominations for the position of Secretary closed. *[process as above]*

10.6 The Club Leadership Committee has nominated name_____ for the role of **Treasurer**.

Name_____ do you accept the nomination?

Are there any further nominations for the role of Treasurer?

There being no additional nominations, I declare nominations for the position of Treasurer closed. *[process as above]*

10.7 The Club Leadership Committee has nominated name_____ for the role of **SERGEANT AT ARMS**.

Name_____ do you accept the nomination?

Are there any further nominations for the role of Sergeant at Arms?

There being no additional nominations, I declare nominations for the position of Sergeant at Arms closed. *[process as above]*

11. General Business

[Deal with any notified items of general business first, then anything that was signalled in matters arising and has not been dealt with and the anything a member raise.]

12. Close

[Your closing comments and congratulating the members elected as the new committee.]

The chair will entertain a motion to close this meeting.

Moved:

Seconded:

It has been moved and seconded that we now close this meeting.

All those in favour of the motion please say aye; against say no. Any abstentions?

Announce result

I declare this meeting closed at _____am/pm.