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| [Brigade name] Annual General Meeting |

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| Date: |  | Time: |  |
| Venue: |  | | |

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| Item | Paper / discussion |
| 1 | Welcome |
| 2 | Apologies |
| 3 | Roll call |
| 4 | Appointment of Scrutineers |
| 5 | Confirmation of the minutes from last meeting |
| 6 | Chief Fire Officer’s/Controller’s report for the past year |
| 7 | Matters arising |
| 8 | Chair of the Management Committee’s Report for the past year |
| 9 | Matters arising |
| 10 | Secretary’s report for the past year |
| 11 | Matters arising |
| 12 | Treasurer’s report for the past year |
| 13 | Matters arising |
| 14 | Any other reports for the past year |
| 15 | Elections for the ensuing year |
| 16 | Reimbursement of expenses |
| 17 | Executive Officer address (if attending and as appropriate) or by guests |
| 18 | Other business |
| 19 | Conclusion |

# Model agenda for a brigade AGM with notes

1. **Welcome**

to Members, Fire and Emergency executives, visitors, Brigade Life Members and Honorary Members

1. **Apologies**

Mover/Seconder/resolved “that the apologies be received”.

1. **Roll call**
2. **Appointment of Scrutineers**

Because any member has the right to ask for a secret ballot for any election during the meeting, scrutineers may be elected at the beginning of the meeting, or they may be elected immediately before the vote if there is a call for a secret ballot with voting papers. Those nominated will be trusted to properly count the voting papers so will preferably be disinterested parties, perhaps Life and Honorary Members, who do not have a vote. Usually at least two scrutineers will be elected. Their count is final, conveyed to the Chair of the meeting and cannot be appealed.

The motion to elect scrutineers is moved/seconded/resolved “that person A and person B be elected as scrutineers in the event that a secret ballot is carried out”.

If a secret ballot is held the scrutineers retire from the meeting room to count the votes. Once they have determined the result they advise the Chair who then announces the decision after which any member, may (and someone should) move “that the voting papers be destroyed” and, once resolved, the Chair ensures the motion is carried out, usually by the scrutineers.

1. **Confirmation of Minutes of the previous AGM**

Mover/Seconder/resolves “that the minutes of the last Annual General Meeting are confirmed as correct”. Motion may have exceptions/additions if necessary to correct the minutes as true record.

1. **Chief Fire Officer’s/Controllers Report for the past year**

CFO/Controller usually moves at the conclusion of the report “I move that my report be adopted”, in which case it is seconded and voted on.

1. **Any matters arising**

An opportunity for any questions to the CFO/Controller, confined to the content of the report. Or to enable any actions arising from the report that are required to be taken, or appropriate to be considered, by the Annual General Meeting.

1. **Chair of the Management Committee’s Report for the past year**

Chair usually moves at the conclusion of the report “I move that my report be adopted”, in which case it is seconded and voted on.

1. **Any matters arising**

An opportunity for any questions to the Chair of the Management Committee, confined to the content of the report or to enable any actions arising from the report that are required to be taken, or appropriate to be considered, by the Annual General Meeting.

1. **Secretary’s Report for the past year**

Secretary usually moves at the conclusion of the report “that my report be adopted”, in which case it is seconded and voted on.

1. **Any matters arising**

An opportunity for any questions to the Secretary, confined to the content of the report or to enable any actions arising from the report that are required to be taken, or appropriate to be considered, by the Annual General Meeting.

1. **Treasurer’s Report for the past year**

Treasurer usually moves at the conclusion of the audited financial statement “that my report(s) be adopted”, in which case it is seconded and voted on.

1. **Any matters arising**

An opportunity for any questions to the Treasurer, confined to the content of the report or to enable any actions arising from the report that are required to be taken, or appropriate to be considered, by the Annual General Meeting.

1. **Other reports**

Speakers determined by the Chair of the Management Committee, for example, the Station Training Coordinator, Social Convenor, or an Officer/Member managing a Brigade project, etc. (The adoption of each report is moved, seconded and resolved.)

1. **Elections for the ensuing year**

Each position is a separate election, by voice, provided that after the Chair has declared the result, any Member may require a show of hands or a secret election using ballot papers. As in all elections under the Brigade Rules, in the event of a tied vote, the Chair of the meeting, notwithstanding having exercised a deliberative vote, may exercise another casting vote to determine the issue.

a) Members of the Management Committee

b) Brigade Secretary

c) Brigade Treasurer

d) Non-executive officers

e) Elected Members (election of any new candidates, confirmation of existing list)

1. **Reimbursement of expenses**

Some brigades reimburse their Secretary and Treasurer for expenses which are moved, seconded and voted at the Annual General Meeting.

1. **Address by Fire and Emergency Executive Officer (if attending and as appropriate) or guests**
2. **Any other business**
3. **Conclusion**