Annual Meeting Policy

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Purpose

The Annual Meeting of the River Ridge Band Association (RRBA) shall be held each year to conduct the official business of the organization, provide transparency to members, review the activities and financial status of the Association, and elect officers when required. The meeting serves as the primary forum for members to participate in the organization's governance and direction.

Scheduling

The Annual Meeting shall be held once each calendar year at a date, time, and location determined by the Board of Directors. Whenever possible, the meeting should be held in the final quarter of the fiscal or programming year to allow for organizational review and planning.

The meeting may be conducted in person, virtually, or in a hybrid format as determined by the Board.

Notice of Meeting

Advance notice of the Annual Meeting shall be provided to all members in good standing.

The notice shall include:

- Date of the meeting
- Time of the meeting
- Location or virtual meeting link
- Proposed agenda
- Information regarding officer elections, if applicable

Notice shall be distributed at least **ten (10) days prior to the meeting**, unless otherwise specified in the bylaws.

Notice may be delivered through:

- Email
- Official association website
- School communication platforms *(band director's discretion)*
- Other communication methods normally used by the Association.

Quorum

A quorum must be present in order to conduct official business at the Annual Meeting.

The quorum requirement shall be defined in the Association's bylaws. If quorum is not met, the meeting may proceed for informational purposes, but **no official votes may be conducted**.

Order of Business

The Annual Meeting shall generally follow this order of business unless modified by the presiding officer:

1. Call to Order
2. Verification of Quorum
3. Approval of Previous Annual Meeting Minutes (if applicable)
4. President's Report
5. Treasurer's Financial Report
6. Committee or Program Reports
7. Review of Major Activities and Accomplishments
8. Old Business
9. New Business
10. Election of Officers (when required)
11. Announcements
12. Adjournment

The presiding officer may adjust the agenda as necessary to facilitate efficient meeting proceedings.

Officer Elections

If officer elections are scheduled for the Annual Meeting, the process shall include:

- Presentation of nominees
- Opportunity for additional nominations from the floor (if permitted by the bylaws)
- Voting by eligible members
- Announcement of election results

Voting procedures shall follow the Association's bylaws and may be conducted by ballot or other approved method.

Financial Reporting

The Treasurer shall present an annual financial report at the Annual Meeting that includes:

- Summary of income and expenditures
- Current account balances
- Overview of the organization's financial status
- Any other relevant financial information

This report ensures transparency and accountability to the membership.

Minutes and Recordkeeping

The Secretary shall record official minutes of the Annual Meeting. The minutes shall include:

- Date and location of the meeting
- Attendance or confirmation of quorum
- Summary of reports presented
- Motions made and vote results
- Election outcomes (if applicable)
- Time of adjournment

Approved minutes shall be retained in the Association's permanent records.

Member Participation

All members in good standing may attend the Annual Meeting. Members may participate in discussions and vote on matters presented to the membership as permitted by the bylaws.

Compliance

The Annual Meeting shall be conducted in accordance with:

- The Association's Bylaws
- Applicable nonprofit governance standards
- Relevant provisions of the Washington Nonprofit Corporation Act