Annual Meeting Script

Document No.: T-02-001 Effective Date: 05/2026

Call to Order

President:

"Good evening. I am calling the Annual Meeting of the River Ridge Band Association to order. Today is [date], and the time is [time]. Thank you all for attending."

Verify Quorum

President:

"Before we proceed with official business, we must confirm that a quorum is present."

Secretary or Membership Chair:

"A quorum is present."
or
"A quorum is not present."

If quorum is present:
"Thank you. Since a quorum is present, we may proceed with official business."

If quorum is not present:
"Since a quorum is not present, we will proceed with informational reports only and will not conduct official voting."

Approval of Previous Annual Meeting Minutes

President:

"The minutes from the previous Annual Meeting were distributed to members. Are there any corrections?"

(Pause for corrections.)

If none:
"Hearing none, the minutes are approved as presented."

If corrections:
"The minutes will be approved as corrected."

President's Report

President:

"I will now present the President's report summarizing the activities and accomplishments of the River Ridge Band Association over the past year."

Key items may include:

- Major events
- Student support

- Volunteer contributions
- Program accomplishments

Treasurer's Report

President:

"I now recognize the Treasurer for the annual financial report."

Treasurer:

Report includes:

- Beginning balance
- Income
- Expenses
- Ending balance
- Major financial highlights

After the report:

President:

"Thank you. The Treasurer's report will be filed for record."

(Note: Financial reports are typically **filed**, not voted on.)

Committee or Program Reports

President:

"We will now hear brief reports from committees or program leaders."

Examples:

- Fundraising
- Events (Car Show, competitions, etc.)
- Volunteer coordination
- Student activities

Old Business

President:

"Is there any unfinished business from previous meetings that needs to be addressed?"

(Pause for discussion.)

New Business

President:

"We will now move to new business."

Members may introduce motions if allowed by bylaws.

Example:

“I move that…”

Motion → Second → Discussion → Vote

Election Procedures Script

Transition to Elections

President:

“We will now proceed with the election of officers for the upcoming term.”

“The positions to be filled are:
President
Vice President
Secretary
Treasurer”

Present Nominations

If a **nominating committee exists**:

President:

“The chair of the Nominating Committee will now present the slate of nominees.”

Committee presents nominees.

Nominations From the Floor

President:

“Are there any additional nominations from the floor for the office of President?”

(Pause.)

If nomination is made:

“Do you accept the nomination?”

If accepted → add to ballot.

Repeat for each position.

Close Nominations

When finished:

"Hearing no further nominations, nominations for the office of President are closed."

Repeat for each office.

Voting

Ballot Vote (Multiple Candidates)

Ballots distributed.

Votes collected and counted by:

- Secretary
- Election committee
- Neutral volunteers

Announce Results

President or Election Chair:

"The votes have been counted.
[Name] is elected President of the River Ridge Band Association."

Repeat for each office.

Installation of Officers

President:

"Congratulations to the newly elected officers. Your term will begin on August in accordance with the bylaws."

Optional statement:

"Thank you to all officers and volunteers who have served this past year."

Announcements

President:

"Are there any announcements for the good of the organization?"

Examples:

- Upcoming events
- Volunteer opportunities
- Student achievements

Adjournment

President:

"If there is no further business, the meeting is adjourned. Thank you for your participation and support of the River Ridge Band Association."

Best Practices for Elections

To maintain transparency:

✓ Use **sign-in sheets** for voting eligibility

✓ Have **two people count ballots**

✓ Record **vote totals in minutes**

✓ Keep ballots for 30 **days** before disposal

✓ Follow the **terms and eligibility rules in the bylaws**