

BEST PRACTICE GUIDELINE - BRANCH MEETING AND AGENDA PROCEDURE

1. This Guideline is written to assist Branch Chairmen. Branches decide the frequency and procedures for their meetings in accordance with their own Branch rules. However it is hoped the following notes will be of help.

BRANCH MEETINGS

2. **Types of Meeting.** Branches will normally have different types of meetings throughout the year:

- a. Annual General Meeting (AGM) or Extra-Ordinary General Meeting (EGM). Formal minutes are always taken.
- b. Ordinary meetings. Formal minutes are always taken.
- c. Social meetings during which announcements are made.
- d. Social Events and Occasions when no other business is conducted.

3. **Frequency of Formal Meetings:**

- a. **AGM and EGM.** Branches will usually have one AGM each year. If there is a need, an additional general meeting, an EGM can be called. It will be essential for major changes to the branch to be agreed at an AGM or EGM. An agenda is prepared beforehand and minutes are taken and signed as a true record at the following meeting.
- b. **Ordinary Meetings.** Ordinary meetings usually take place each month. An agenda is prepared beforehand and minutes are taken and signed as a true record at the following meeting.

SPECIMEN AGENDAS

3. **AGM.**

- a. The Chairman opens by asking members to stand for a few moments in silent tribute to fallen comrades.
- b. Apologies received from those who cannot attend.
- c. Chairman's Introduction and Report.
- d. Acceptance of the minutes of the previous AGM as a true record.
- e. Matters Arising.
- f. Secretary's Report.

- g. Treasurer's Report and presentation of inspected accounts.
- h. Election of Branch Officers and Committee.
- i. Any Other Business raised by members which must have been previously notified.
- j. Identification of the date of the next meeting

4. Ordinary Meeting.

- a. The Chairman opens by asking members to stand for a few moments in silent tribute to fallen comrades.
- b. Apologies received from those who cannot attend.
- c. Chairman's introduction and report.
- d. Acceptance of the minutes of the previous AGM as a true record.
- e. Matters arising.
- f. Secretary's report and any correspondence received.
- g. Treasurer's report.
- h. Sub-committee reports:
 - (1) Welfare
 - (2) Social
 - (3) Others as required.
- i. Other items as decided by the Chairman
- j. Any other business raised by members which must have been previously notified.
- k. Date of the next meeting.