



# Faculty annual meeting guide

The Faculty annual meeting is not an official AGM. The Royal New Zealand College of General Practitioners' (the College's) AGM is conducted by the College's Board. The annual Faculty meeting is a forum for decision making, passing motions and election in line with College rule 17.4.

Faculties can assemble as frequently as is appropriate, but at least once annually in general meeting for key decision making. Various motions can be put forward to be considered and voted on. It is the forum to elect officers such as the chair, secretary and treasurer and to approve any necessary rule changes or reports. It provides an update to members on what the group has done and plans to do in the future.

## Before the annual meeting

Before the annual meeting, check the requirements in your Faculty's terms of reference. The terms of reference often contain when and how an annual meeting is held, what needs to be discussed and how the annual meeting should run.

### Annual meeting invitation and agenda

An invitation to the annual meeting should be given to members and in the timeframe set out in the terms of reference. This is often two weeks before the meeting date.

This invitation must be circulated to all members and include:

- > the date, time and location of the annual meeting
- > the agenda
- > the minutes of the last annual meeting
- > any relevant rules
- > applications for nomination for officers
- > applications for motions.

### Agenda

An agenda is a list of items to be considered at a meeting and gives a meeting direction, structure and purpose. The secretary is usually responsible for preparing the agenda, with some assistance from the chair and treasurer where appropriate.

An annual meeting agenda could look like this:

- > Welcome
- > Apologies
- > Confirmation of minutes of the previous annual meeting
- > Matters arising from the minutes
- > Chair's update
- > Treasurer's report
- > Election of officers
- > General business
- > Date of next meeting
- > Guest speaker (if applicable)
- > Close and refreshments.

### Quorum

The terms governing a Faculty often require a minimum number of people to be present before the meeting can be held. The number will be determined by the Faculty and will differ from Faculty to Faculty.

### Encouraging attendance

Some ways to encourage attendance include:

- > providing refreshments
- > inviting a guest speaker
- > building the agenda around members' concerns or issues
- > holding the meeting in pleasant surroundings and at a convenient time.

### Changing executive committee members

Your terms of reference may prescribe how the executive committee will be nominated for election. Usually this happens before the annual meeting. If nomination and election can occur on the same day, it is a good idea to approach anyone you think would be suitable for an executive position before you hold your annual meeting. Nominated people should be given time to consider if they have the desire, skill, and time to commit to the position. Your Faculty's terms of reference may outline eligibility criteria and the term of office.

## During the annual meeting

The chair usually conducts the meeting and should be familiar with the Faculty's terms, the motions and meeting procedure.

There are established procedures for conducting meetings; these may be recorded in the terms of reference or established informally through usual customs. Commonly these cover motions and voting rights and procedures.

The order of business will follow the agenda.

## Opening/welcome

The chair will declare the meeting open and welcome members, introduce themselves, any guests or new members and cover any housekeeping matters.

## Motions and resolutions

### ***What is a motion?***

A motion is a formal recommendation put forward at a meeting by a member for consideration and debate. Before a discussion can occur at an annual meeting, there needs to be a motion (“I move that...”) and it must be seconded. The motion is then discussed and put to a vote. After the discussion, or if there is no discussion, the members vote on whether they agree or disagree with the motion. Only one motion can be considered at a time.

Remember to record any motions and the names of those who moved or seconded a motion for the annual meeting’s minutes.

### EXAMPLE:

The chair asks, “Do I have a motion to receive the apologies?”

A member replies, “I move that the apologies be received” or “I will move in that direction.”

The chair then asks, “Is there a seconder?” and someone says, “I second that.”

The chair asks, “Is there any discussion?”

After members who want to speak have spoken, the chair offers the mover of the motion the final right of reply.

The chair says, “All those in favour of the motion that the apologies be received please say aye/raise your hand” followed by “All those against...” and “Any abstentions.”

The chair then declares, “The motion is approved” or “The motion is lost”, as the case may be.

Record whether the motion was passed or lost and the number of ayes, noes and abstentions.

### ***Types of motions***

Substantive motions deal with the business of the Faculty itself. If a substantive motion is passed, it becomes a resolution.

› “I move that the secretary writes to...”

› “I move that we hold XYZ event.”

Many motions relate to the business of the meeting and follow a set pattern; the mover does not necessarily need to speak to them. For example:

- › “I move that the apologies be received.”
- › “I move that the minutes be adopted.”
- › “I move that the report from XYZ be tabled.”

Procedural motions deal with the way the meeting is run.

- › “I move that the meeting be adjourned.” (Defers the discussion.)
- › “I move that the motion now be put.” (Ends the discussion and causes the voting to occur).
- › “I move that the nominations be closed.” (Closes down further nominations).

### Voting rights and procedures

Your Faculty’s terms of reference may contain procedures for voting and other important rules, such as whether the chair has an additional casting vote if the voting is tied.

### Voting at an annual meeting can be by:

- › voice vote (if the issue is not very contentious)
- › a show of hands
- › ballot (particularly where there are more than two outcomes of the vote).

### Closure

When the business of the meeting has been completed, the chair will thank members for their attendance, notify any future meeting date and “Declare the meeting closed at [time].”

## After the annual meeting

Make sure that the minutes are written up shortly after the meeting and ensure that you send any necessary documentation, such as a change of officer, to the necessary people.

Retiring officers must hand over the operations to the new person and should also give them briefings describing key processes and current priorities and challenges.