

## Running Order for the AGM 2018

1. 7pm Chairman announces that the Bar will be closing in 10 minutes  
All members reminded that they need to sign in
2. 7.15 Chairman declares the meeting open.
3. Secretary reads the Notice of the meeting.
4. Secretary asks for any additional apologies & announces numbers
5. Chairman asks Secretary to read out names of Deceased Members and calls for minutes silence.
6. Chairman asks for Proposer and Seconder for acceptance of the Minutes of the 2017 AGM held.
7. Deal with Matters Arising
8. Annual Reports. Chairman to remind members that they have the opportunity to ask the relevant Directors questions
9. Chairman asks for Proposer and Seconder for acceptance of Annual Reports
10. Treasurer presents Annual Accounts
11. Secretary asks for a Proposer and Seconder for acceptance of Annual Accounts
12. Chairman to ask for Proposer and Seconder for retention of accountants.
13. Chairman informs meeting of election of officers
14. Chairman to ask for Proposer & Seconder for acceptance of the Nominated Officers and Directors unopposed
15. Chair requests confirmation of honoraria
16. Chairman to close the Meeting. Secretary to record time of closure.
17. Chairman to open bar and invite members for Open discussion after 10 minute break.