Minutes of the Annual General Meeting

[Organization legal name]

Draft: not final until approved

Date	[Month day, year]	**Time**	[00:00] to [00:00]
Location	[Address or video platform]	**Notice sent**	[Date and method]
Chair	[Name]	**Secretary**	[Name]

1. Attendance and quorum

[Number] members were present in person or remotely and [number] were represented by proxy, holding [number or percent] of the votes. The Chair confirmed a quorum under [section] of the [constitution / bylaws].

Apologies: [Names]. Guests: [Names].

2. Notice of meeting

The notice of meeting dated [date] was [taken as read].

3. Minutes of the previous annual general meeting

The minutes of the meeting held on [date] were approved [as circulated / as corrected].

4. Reports received

Report	Presented by	Main points
Chair's annual report	[Name]	[Main points.]
Financial statements for [year]	[Name]	[Received. Auditor or reviewer: (Name).]

5. Election of directors

Candidate	Position	Votes for	Result
[Name]	[Director]	[0]	[Elected]
[Name]	[Director]	[0]	[Elected]

6. Appointment of auditor

[(Name) was appointed auditor for the coming year by the vote recorded in section 7.] or [Not applicable.]

7. Resolutions

Resolution (exact wording)	Moved by	Seconded by	For	Against	Abstain	Proxies
[Exact wording]	[Name]	[Name]	[0]	[0]	[0]	[0]
[Exact wording]	[Name]	[Name]	[0]	[0]	[0]	[0]

8. Questions from members

[Topics raised and any answer or follow-up. Names are not needed unless the member asks.]

9. Close

The Chair closed the meeting at [time].

Secretary	Chair
Signature:	Signature:
Name:	Name:
Date signed:	Date approved: