

Annual Meetings

Yes, it's time to start preparing for your Annual Meeting once again. Where has that year gone?

An agenda is available on 'My WI', however, below are some basic guidelines that will hopefully help you with your Annual Meeting.

- WI's must hold an Annual Meeting once in a calendar year or, if a new WI, within 15 months of opening.
- Notice of the date of the Annual Meeting must be included in the Annual Programme or given to each member at least 21 days in advance.
- At least one month before the meeting the WI Secretary should request nominations for the Committee.
- Two tellers are arranged, one if WI Adviser attends. **WI Advisers are happy to attend.**
- A statement of accounts for the last financial year must be independently examined and copies made available for members at the Annual Meeting. Adoption of the accounts is proposed by the Treasurer and a seconder is required. Members vote by a show of hands.
- The Committee recommends the appointment of the Independent Financial Examiner for the following year. This is proposed by the treasurer and members vote by a show of hands, no seconder required.
- The secretary presents the Committee's annual report, adoption of which is proposed by the President. No seconder required, members vote by a show of hands,
- The President gives a report.
- **Vote for Committee** If there are more nominations than places on the Committee an election must be held. If there is only one nomination over the required number, it might be better to co-opt that person on to Committee. If voting does need to take place it is advisable to open the ballot at the beginning of the meeting so voting is complete before the start of business. Members should be given a list of the names of candidates for Committee with information on informing them how many to vote for at registration and asked to hand back before start of meeting. **The number of votes gained by each candidate must never be revealed.**
- **Vote for President** Members of the Committee are announced and each WI member should be given a slip of paper to nominate the President for the coming year from the Committee. Each nominee is then asked to indicate in writing whether or not she is willing to stand for election. If more than one nominee agrees, members then vote in writing between those willing to stand. The papers are counted by the tellers and the President announced. If only one nominee agrees to stand, she is announced as President. **Voting is secret and voting slips should go in a sealed envelope and be stored for 3 months.**
- If a new President is elected she does not take office until the Annual Meeting has ended.