

XXXX DISTRICT SCOUT COUNCIL

Annual General Meeting

Date & time

Venue

AGENDA

1. Introduction and welcome
2. Apologies for absence
3. To approve the minutes of the Annual General Meeting held on **DD MMM 20XX**
4. The District Commissioner's review of Scouting in **XYZ** District
5. To receive and consider the Annual Report of the District Executive Committee including the annual Statement of the Accounts
6. To approve the District Commissioner's nomination of the District Chair
7. Election of the District Secretary
8. Election of the District Treasurer
9. Elect or reselect persons to the District Scout Council on the recommendation of the District Commissioner and the District Executive Committee
10. Elections of members to the District Executive Committee
11. To approve the District Commissioner's nominations to the District Executive Committee
12. Election of Group Scouters to represent the District on Berkshire County Scout Council
13. To appoint the Scrutineer / Independent Examiner / Auditor [*delete as appropriate*]
14. Presentations
15. Comments by County Commissioner or their representative
16. Close

XYZ DISTRICT SCOUT COUNCIL – ANNUAL GENERAL MEETING

Guide Lines / Aide-mémoire for the 20XX AGM

Secretary - Health & Safety and domestic announcements.

1. Introduction & welcome

Chair:

Opening remarks.

Thanks to the venue for the use of their facilities.

Welcome to Members and Guests especially [if not included here, have a separate list available on the day.]

2. Apologies for absence

Secretary:

Apologies have been received from [have a separate list available on the day].

OR

Apologies have been received from NN persons and their names will be included in the minutes of this meeting.

3. To approve the Minutes of the Annual General Meeting held on DD MMM 20XX

Chair:

The minutes have been previously reviewed by the District Executive Committee and so I propose that the minutes are taken as read and ask the meeting to agree that they are a true record of that meeting.

Seconder please..... / Show of hands to approve.

4. District Commissioner's Review of Scouting in the District

Chair asks DC to present their Annual Review.

DC gives their review.

Chair thanks DC for their review.

5. **To receive and consider the Annual Report of the District Executive Committee including the annual Statement of Accounts**

Chair: The District Executive Committee, as Trustees, has approved the Annual Report and Statement of Accounts.

Chair asks the District Treasurer, to give their explanation of the Statement of Accounts.

Treasurer to explain the Statement of Accounts.

Chair invites questions from the floor.

Thanks to *Treasurer (name)*

(NOTE – no vote is required, the District Scout Council only ‘receives and considers’)

6. **To approve the District Commissioner’s nomination of the District Chair**

Chair

I now hand the chairmanship of this meeting over to the DC.

DC nominates *name* as District Chair and asks for a show of hands as approval.

Note: If there is to be a new District Chair then there must be an agreement PRIOR to the meeting as to whether the outgoing Chair continues to chair this meeting, or whether the new District Chair

7. **To elect the District Secretary**

Chair

The ‘District Secretary’ is an elected appointment and, as required, *name* has been formally proposed and seconded

Since there were no other nominations (unless there are!) by the closing date a show of hands is required to approve *name’s* election.

8. **To elect the District Treasurer**

Chair

The ‘District Treasurer’ is an elected appointment and, as required, *name* has been formally proposed and seconded.

Since there were no other nominations (unless there are!) by the closing date a show of hands is required to approve *name’s* election.

9. To elect or reselect persons to the District Scout Council on the recommendation of the District Commissioner and the District Executive Committee (Note: this is to the main body of the AGM **not the District Executive Committee)**

Chair announces any persons who are recommended to be members of the District Scout Council in addition to the ex officio list in POR Rule 4.25(e)(ii).

Note: these nominations can be by name or by role (e.g. the Mayor of xxxx)

Chair asks for show of hands for approval

10. To elect persons to the District Executive Committee

Secretary - the following have been formally proposed and seconded in writing by the due date:-

Xxx1
Xxx2
Xxx3
Xxx4
Xxx5
Xxx6

Chair - requests a show of hands to approve their election.

NOTE: it is very important to arrange the nominations BEFORE the meeting. It is very embarrassing to be heard to be pleading for new members from the District Scout Council members present at the meeting.

11. To approve the District Commissioner's nominations to the District Executive Committee.

DC – my nominations to the District Executive Committee are:

Yyy1
Yyy2
Yyy3
Yyy4
Yyy5
Yyy6

NOTE: no more can be nominated than have been elected.

Chair thanks the DEC for their work during the year and in particular those members who are standing down – AAAAA and BBBBB.

NOTE: Co-opted members of the District Executive are decided by the District Executive Committee and not the AGM)

12. Election of Group Scouters to represent the District on Berkshire County Scout Council

Secretary

The following nominations of Group Scouters to represent the District on Berkshire County Scout Council have been received - namely TTTTT1 and TTTTT2.

Both have been proposed and seconded. May I have a show of hands to approve their nominations.

13. To appoint the Scrutineer / Independent Examiner / Auditor

Treasurer to propose KKKKK

Chair - KKKKK has been proposed and seconded. May I have a show of hands to approve KKKKK's nomination.

14. Presentations

An opportunity, if appropriate, to make any presentations

15. Comments by County Commissioner or their representative

Chair : Ask the County Commissioner or their representative if they would like to say a few words.

16. Closing Remarks

Chair to close the AGM and outline any arrangements for the rest of the event.