Specimen Agenda for a WI Annual Meeting

1. Appointment of Tellers (if not done at previous meeting)
2. Secret ballot for committee
3. Record of previous months WI meeting
4. Matters arising on the Record
5. WI news and usual business
6. Review of Decisions and bye-laws (if any) which should be rescinded if obsolete
7. Resolutions if notice has been given of any to be proposed
8. Appointment of independent examiner for coming year. (Unless done with the Budget, after the Treasurer is elected.
9. Presentation and adoption of Financial Statement
10. The committees Annual Report
11. Presidents address and adoption of Annual Report
12. WI Adviser talk (optional)
13. Result of ballot for committee
14. Written nominations and secret ballot for President
15. Thanks
16. Social Time