

UNWLA Policies and Procedures

Part 1: Branch Policies and Procedures

Section 7: Branch Annual Meeting

A. Purpose

A Branch Annual Meeting is held for the purpose of providing all members with a report from the Branch Executives and the Branch Standing Committees as to the activities and projects which have been undertaken during the year. It provides Branch members with the opportunity to determine what has been successful and identify areas where Branch efforts can be improved. It also provides an opportunity to lay out plans for future projects.

Every two years, the Branch Annual Meeting includes the election of new Branch Board members (Branch Executives and Branch Standing Committee Chairs) who serve a two year term. Branch Board members may serve only two consecutive terms in the same position.

B. Branch Nominating Committee

When an Annual Branch Meeting includes the election of new officers, the Branch selects a Nominating Committee consisting of 3 or more Branch members. These members should be elected at a general membership meeting two months prior to the Annual Meeting. The responsibility of the Nominating Committee is to select a slate of nominees for the Branch Board and the Auditing Committee to be presented at the Annual Meeting.

C. Branch Auditing Committee

At least two weeks prior to the Annual Meeting, the current Auditing Committee reviews the books/ledgers/records of the Treasurer, Secretary, and Membership Chair and presents their report of findings at the Annual Meeting.

A review of the Treasurer's books should include:

- Treasurer's ledger showing all expenses and all income for the reporting year
- Receipt book
- Branch checkbook
- Branch savings account
- Bank statements
- Record of membership dues payments
- The audit should ensure that each expense is clearly entered into the ledger and that there is a receipt for each expense that was paid out. All income should be individually entered. For example, membership dues should not be entered as a

total, but rather each member's dues should be recorded as a separate line item in the ledger.

A review of the Secretary's books should ensure all minutes have been duly recorded and all decisions properly recorded. Each recorded meeting should also contain a list of attendees. The secretary's book should also contain copies of all incoming and outgoing correspondence.

A review of the Membership Chair's books should include an up to date list of the names and contact information of all Branch members, along with application forms for any new members.

D. Branch Annual Meeting

The Annual Meeting of a Branch is held once a year within the territory of the Branch. The Branch Board shall prepare an agenda for the meeting and shall determine the time, date and location of the Annual Meeting.

Notice to the Regional Council shall be given at least two months in advance of the date of the Annual Meeting. A member of the Regional Council Board may attend.

The Annual Meeting of the Branch is called to order by the Branch President who shall:

- Verify the presence of a quorum which is 1/3 of the Branch membership. (If the required number of members fails to appear on time, the annual Meeting may be held one hour later regardless of number of members present.)
- Submit the agenda for approval
- Conduct the selection of the presiding officers of the meeting which consist of a chairperson and secretary
- Invite the chairperson to preside over the rest of the Annual Meeting.

E. Agenda of Annual Branch Meeting

- Call to Order by President
- Prayer
- Establishing quorum
- Approval of Agenda
- Selection of presiding officers (chairperson and secretary)
- Reading and approval of the minutes of the previous annual meeting
- Reports of the Branch officers, committee chairpersons, Auditing Committee
- Discussion and approval of the annual reports
- Report of Nominating Committee (every other year)
- Election of officers, standing committee chairpersons, and Auditing Committee (every other year)
- Address by Regional Council Representative (if in attendance)
- Decisions on financial matters and approval of the budget

- Future Plans, recommendations, miscellaneous
- Closing

A sample Annual Meeting Agenda can be found in Part 1, Section 10, Attachment B.

Following the Annual Branch Meeting the secretary recording the meeting shall prepare the Annual Meeting Minutes and provide them to the Branch Secretary for her official records. A copy of the Annual Meeting Minutes, along with all written Branch Board Reports should also be sent as soon as possible to the Regional Council President.

If the Branch Annual Meeting included election of new officers, the Branch Secretary shall notify the UNWLA Headquarters office and the Regional Council of the new slate of officers using the “Branch Election Report” form (see Part 1, Section 10, Attachment A).