



SASKATCHEWAN BUILDING OFFICIALS ASSOCIATION INC.

www.sboa.sk.ca

10.08 Sample SBOA Annual Meeting of Members (AMM) Agenda

Date _____ *yyyy-mm-dd*

Time _____

Location _____

1	Call Meeting to Order		Chair
2	Quorum and Roll Call of Officers and Directors		Chair
3	Approval of Agenda		Chair
4	Approval of Minutes of Previous Meetings	Minutes dated ____	Chair
5	Review of Action Register and Business Arising from Previous Meetings	action register	Secretary
6	Communications and Notices - notice of members deceased in past year followed by moment of silence		Secretary
7	President's Report		President
8	Vice President's Report		Vice President
9	Financial Report	financial statements	Treasurer
10	Membership Report - conferring of Life memberships		Membership Chair
11	Conference Report		Conference Chair
12	Education Report		Education Chair
13	Certification Report		Certification Chair
14	Communications Report		Communications Chair
15	Other External Committees Reports		External Cmtte Reps
16	Resolutions and Amendments	proposed motions and rationale	Chair
17	Correspondence		
18	New Business -		Chair
19	Election of Officers and Directors		Nomination Chair
20	Next Meeting		Chair
21	Adjournment		Chair