



International Association of Operative Millers

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IAOM District Meeting and Conference Business Meeting Agenda

Agenda for the Annual Meeting of the _____ District

1. Call to Order and Welcome: Chairperson.
2. Introductions of Members and Guests Present: Chairperson to ask each person present to stand and identify self by name; position in district or IAOM, if any; position in company and company name.
3. Minutes of the Previous Meeting: Secretary (if formal minutes not available ask the Secretary to offer a verbal summary of the previous meeting).
4. Chairperson's Report: Chairperson to summarize the activities of the District since the last meeting.
5. Secretary's Report: Secretary to summarize the activities pertaining to the Secretary's office since the last meeting.
6. Treasurer's Report: Treasurer to summarize the activities pertaining to the financial aspects (treasury, i.e., financial report, if any, etc.).
7. Committee/Executive Reports: Chairperson to call on all persons responsible for committee functions, etc., and allow them each to offer a report of the activities.
8. Report to the IAOM District: IAOM Officer/Official Representative attending the meeting to give the "Report to the IAOM District."
9. Unfinished Business: Chairperson to call for any unfinished business from the membership/committees, etc.
10. New Business: Chairperson to call for any new business, which may include:
 - a. Election of Officers.
 - b. Selection of next meeting site (may be announcement).
 - c. New Business as brought before the District.
11. Installation/Induction of Officers: Chairperson to request (in advance of the meeting) that the IAOM Officer, past IAOM Officer, or current IAOM International Director (District Representative to the IAOM Board of Directors) to install the newly elected officers. The IAOM provides the IAOM Officers and/or Directors a form for that purpose (see 10. Installation of Officers).
12. Adjournment: Chairperson may declare adjournment or accept a motion to adjourn. If motion made, call for a voice vote.