



SPELD NZ Inc
Annual General Meeting
1 pm Saturday 2 November 2024
By Zoom

AGM Agenda

Karakia Timatanga

- 1 Welcome by Chairperson and adoption of meeting rules
- 2 Present and Apologies
- 3 Previous Minutes and Matters Arising
- 4 Presentation of Annual Reports: including Board & Executive
- 5 Presentation of Audited Accounts
- 6 Appointment of Auditor: William Buck
- 7 Election of Board and PSC
- 8 Remits: Board Remit 1 that SPELD NZ reregister as an Incorporated Society
- 9 Other Business: Introduction of Draft Constitution
- 10 Venue & Date for 2025 AGM

Karakia Whakamutunga

Notes:

Questions: Members are encouraged to ask questions about matters arising from the Annual Reports. Please forward any questions about the financial report to the Executive Officer eo@speld.org.nz by Tuesday 26 October 2024, to ensure that we have time to prepare an adequate response.

Voting rights: Financial Professional and Regular Members, and Life Members are entitled to vote and speak. Friends of SPELD NZ have speaking rights but no voting rights.

Proxy Votes: If you wish to appoint a proxy please complete and return the proxy form by Saturday 26 October 2024 to eo@speld.org.nz. The proxy form will be uploaded to the Events page of the website.



SPELD NZ Inc
Annual General Meeting
Speaking rules

The following rules are recommended to the AGM by the board for adoption and use at the 2024 AGM of SPELD NZ.

1. All members will use best endeavors to sign into the AGM under their own name. This will ensure that members immediately know who is speaking. Here's one way to change your name when you are in the meeting.

Step 1: When in the meeting, click on 'Participants' in the zoom tool bar.

Step 2: Hover the mouse pointer above your name until you see the option to select 'More'.

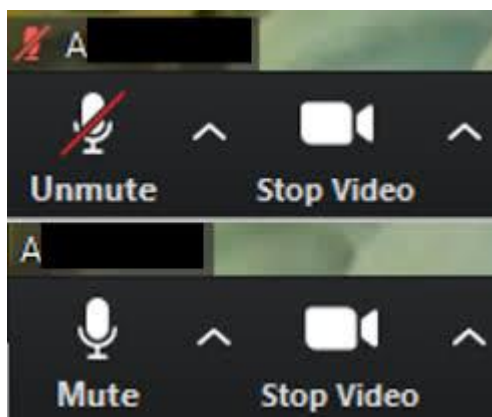
Step 3: Once you see it, click on it and select Rename.

Step 4: Enter your desired name in the text field and click on 'OK' to confirm your selection.

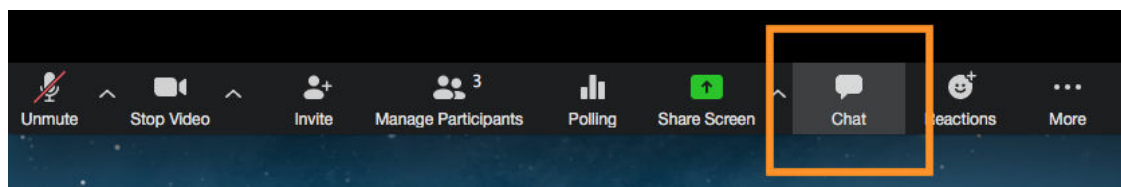
Step 5: If this is confusing, please contact Andi before the Date and she will guide you through the process.

2. All members except the person speaking at the time, must have their zoom screen on mute. This will avoid interference from attendees' background noise. To mute, click on the microphone icon, so it has a red bar across the icon. To unmute to speak, click on the microphone again. If this is a bit clumsy in a conversation, try these shortcuts:

- press and hold down your space bar for as long as you wish to speak
- Click on Alt + A for Windows, or
- Shift + Command + A for Mac



3. Members wanting to speak can type their name and/or question in the Chat. Any chat must be to the whole meeting, not just to an individual. Please email any questions about the financial reports to eo@speld.org.nz by Tuesday 26 October 2024 ie **before** the AGM.



4. Please refrain from interrupting the speaker. No one will hear what either speaker is saying.
5. Voting will be by polls. During the meeting you will see the Motion to be voted on and at our prompt click 'yes', 'no' or 'abstain'.
6. Unless you have internet connectivity issues, please keep your video on during the meeting, so we can see you. You must turn the video on when voting or speaking.
7. Generally, a member may only speak **once** regarding their particular question, unless they are asked for clarification.

A motion to adopt these rules will be put to the membership at the beginning of the AGM.

1. The member introducing and moving a remit may speak for 5 minutes and has right of reply at the end of discussion for 3 minutes.
2. The seconder of the remit may then speak for 3 minutes or may reserve the right to reply and speak at the end of the discussion.
3. A board member will then speak for 3 minutes on the board's recommendation for that remit.
4. Any member may speak for or against the remit and has a time allowance of 3 minutes.