



How to Run an Annual Meeting

In order to remain a recognized and active Neighborhood Association, you must:

- Hold an Annual Meeting each year for the election of the new board
- Meet the quorum of attendees, as described in your bylaws
- Ensure all households within your boundaries are notified via flyer or newsletter advertisement
- Annual meetings should include, but are not limited to, the following:

1. Agenda

- Treasurer's Report** - Outline transactions since the preceding board meeting, the current amount in your Association's bank account, & cash on hand
- Summary** – Summarize activities & accomplishments of the preceding year
- Elections** – Work to fill the maximum number of board positions as stated in your bylaws

TIP: Keep it short – This whole Annual Meeting process can be done in 10-15 minutes

TIP: Make it an event – Have the meeting as a part of a fun neighborhood event as to ensure you will meet your quorum and will allow as many people as possible to run for a board position

TIP: Guest speakers – Recruit a guest speaker to help draw a crowd

2. Nominations

- Explain** – Explain responsibility of being a board member (Responsibility of attending board meetings & the length of the term of the positions), and difference between officer positions and general board members
- Inform** – Inform everyone that at the next board meeting **THE BOARD VOTES WHO WILL SERVE AS OFFICERS**. Make note of any positions not open for election this year, due to 2 year terms

- c. **Persuade** – Tell people why you need them on the board
- d. **Ask** –ASK THE GROUP WHO IS INTERESTED IN SITTING ON THE BOARD. Ask multiple times, give people time to think, maybe go back and persuade again
- e. **Nominate** – Give people the chance to nominate themselves or others! Say, “If anyone is interested, please stand & introduce yourself!”

TIP: Nominating Committee - Setting up a Nominating Committee in advance of your meeting and task them with recruiting potential new board members

TIP: Staggered Terms - Many bylaws prescribe multi-year terms for board members so there's never more than 1/3 to 1/2 of the board up for election at any given time. Over the years, staggering can fail and you may find that the majority of the board is up for election some year. In this case, it is okay to re-stagger terms

TIP: Outgoing Officers - If one of your officers is up for reelection or is not seeking re-election, ask them to bring their files, notes, etc. to the Annual Meeting. This way they can turn over the material to someone who will remain on the board

3. Voting

- a. **Clarify** – Somewhere that is visible to the whole group, write down the names of those who are interested in being reelected, and the names new people who are interested
- b. **Vote** – Before voting, read off all members that are running for the board and ask, “All in favor please raise your hands,” or “All in favor, please say ‘I.’” Follow that by asking, “All opposed, please raise your hands,” or “All opposed, please say ‘I.’” You are looking for a majority or 2/3 vote here (depending on your bylaws). Acknowledge concerns of those opposed, but remember it is a majority vote
- c. **State results** – List the new board of directors! Ask for a motion to approve new board of directors, and then ask for a second for final approval

TIP: Paper Ballots - Be sure to have paper ballots on hand. While a simple show of hands is the easiest way to vote, if things heat up, or if there are more candidates than seats, you may want to use paper ballots to ensure a fair count