_____ Annual Meeting — Script

Date: _____ **Time:** _____ **Place or link:** _____
Notice sent on: _____ by _____ (bylaws require _____ days)

1. Call to order (Chair)

"I call the _____ annual meeting to order at _____. The clerk will confirm notice and a quorum."

Clerk: "Notice was sent on _____ as the bylaws require. _____ voting members/directors are present; the quorum is _____. We have a quorum."

2. Minutes of last year's annual meeting

"Is there a motion to approve the minutes of the annual meeting held _____?" — Moved _____, seconded _____. Vote: _____

3. Reports (5 minutes each)

- Chair: the year in brief — _____
- Treasurer: year-end results, reserves, audit or review status — _____
- Executive director or staff: _____
- Committees: _____

4. Elections

"The nominating committee proposes the following slate: _____. Are there nominations from the floor, as the bylaws allow?"

- Terms: _____ (check the term limits in the bylaws).
- Vote by _____ (show of hands / ballot / roll call). Results announced by the clerk: _____

5. Officers

"The board will now elect officers for the coming year." Chair _____; Vice chair _____; Treasurer _____; Clerk or secretary _____.
If officers change, use the officer handoff checklist.

6. The year ahead

- Meeting dates for the year: _____
- Filings and who owns each: _____
- Annual conflict-of-interest disclosures: collected by _____ on _____

7. Thanks and adjournment

"We thank departing members _____ for their service. Is there a motion to adjourn?" Adjourned at _____.

Minutes taken by: _____

State notes

- **Maine:** Your bylaws set the notice, quorum and voting rules for the annual meeting. Use the meeting to confirm who will file the Maine annual report, due June 1.
- **New Hampshire:** Your bylaws set the notice, quorum and voting rules. A charitable nonprofit in New Hampshire must keep at least 5 voting directors who are not related to each other (RSA 292:6-a) — check the slate before the vote.
- **Massachusetts:** Your bylaws set the notice, quorum and voting rules. Use the meeting to confirm who will file the annual report due November 1 and Form PC.

Sources

- Maine SOS: Annual reports for business and nonprofit entities are due June 1 — https://www.maine.gov/sos/news/annual-reports-business-and-nonprofit-entities-are-due-june-1-1
- RSA 292:6-a (charitable nonprofit boards: at least 5 unrelated voting members; no employee as chair) — https://www.gc.nh.gov/rsa/html/XXVII/292/292-6-a.htm
- M.G.L. c. 180, § 26A (nonprofit annual report to the Secretary, on or before November 1) — https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXXII/Chapter180/Section26A
- M.G.L. c. 12, § 8F (public charity annual report; fees; audit and review thresholds) — https://www.mass.gov/info-details/mass-general-laws-c12-ss-8f

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