Barrhaven

ROYAL CANADIAN LEGION BRANCH NAME

ONTARIO NO. 641

BRANCH NUMBER

ORDER OF BUSINESS

ANNUAL GENERAL MEETING AND BIENNIAL ELECTIONS

CREATED UNDER SECTION 808. OF THE GENERAL BY-LAWS FOR BRANCHES OF THE ONTARIO PROVINCIAL COMMAND

ITEM DESCRIPTIONS
1. Call to Order
2. Opening Ceremony
3. Motion to deviate from the Agenda (if necessary)
4. Introduction of Election Chairman
5. Order of Election (a) President; (b) First Vice-President, (c) Second Vice-President, (d) Third Vice-President, (e) Secretary, (f) Treasurer, (g) Sergeant-at-Arms, (h) Six(6) Executive Committee Members
6. Minutes of the last General Meeting, Executive Meetings(s) and any Special General Meeting(s) held since the last General Meeting
7. Business arising from the minutes and unfinished business
8. President's Annual report (maximum ten (10) minutes)
9. Treasurer's Report
10. Sergeant-at-Arms' Report
11. Correspondence
12. General welfare of the Branch/Legion and motions (if any)
13. Reports of Standing Committees (maximum five (5) minutes per Committee)
14. Reports of Standalone Positions (maximum five (5) minutes per Position)
15. Reports of Special Committees (maximum five (5) minutes per Committee)
16. General and New Business
17. Tabling of Notice(s) of Motion(s)
18. Installations
19. Motion for Adjournment
20. Closing Ceremony

I certify the above information to be true and correct. Ed Schelenz	*I certify the above information to be true and correct.* Kathy Johnston
PRESIDENT (PRINT NAME)	**SECRETARY OR SECRETARY-TREASURER** (PRINT NAME)
SIGNATURE	**SIGNATURE**
March 14 **, 20** 17	March 14 **, 20** 17
CURRENT DATE OF SIGNATURE	CURRENT DATE OF SIGNATURE