

Colton Village Hall

Administration of the Annual General Meeting

1. **Chairman.** The person presiding may exercise all the powers and duties of a chairman in relation to the conduct of the meeting, including determining the order in which members shall speak and determining when sufficient consideration has been given to an agenda item to allow the meeting to move to the next item or, the business of the meeting having been sufficiently addressed, to close the meeting.

2. **Agenda and Papers.** Members and other interested persons who wish to have an electronic copy of the agenda, minutes of the previous AGM, the Treasurer's Report and Accounts and the Trustees' Annual Report to be received at the meeting should apply to the Hon Secretary at least one week before the date of the meeting, supplying their own email address.

3. **Any other previously notified business.** An item will only be accepted for discussion under AOB if it has been notified to the secretary in writing not less than 7 days prior to the meeting.

31.03.16