

How is an annual meeting carried out? Step-by-step guide:

1. Starting the meeting: The person elected by the board will open the meeting and welcome everyone.
2. Establish the voting list for the meeting: That is, how many of the members attending the meeting have reached the voting age (if there is one, it should be described in the statutes) and also paid their membership fee on time? (When the membership fee must be paid by in order for a member to have the right to vote at the annual meeting, it should be in the statutes). These members have the right to vote at the meeting. Double check this with the participants at the meeting and count the number of persons entitled to vote. Once you have done so, you can determine the voting list.
3. Establish the agenda or list of topics: I.e., are the questions and items listed in accordance with what is to be addressed at the meeting? Which items should be included in your agenda are written in the association's statutes. Double check that the items are listed in the correct order? If they are, you can establish the agenda or list of topics. If the agenda is not in accordance with what is set out in your statutes, all members with voting rights need to take a position on any changes that need to be made to the current agenda for the annual meeting. Then you can establish the agenda. NB! This guide is written based on what an agenda for an annual meeting normally looks like, i.e. the agenda for your association's annual meeting is not necessarily exactly the same.
4. Appoint a chairperson and a secretary for the meeting: The chairperson and secretary for the meeting are often not those on the board. The board usually proposes two people and if everyone at the meeting agrees with the proposals, these two will be elected, one as chairperson and the other as secretary for the meeting.
5. Choose who will be protocol adjusters and count votes: The person or those who are protocol adjusters take their own notes during the annual meeting, and after the meeting, they check that what the secretary of the meeting has written is what happened during the meeting. The vote counter or vote counters count the votes during the voting, announce the results and write it down.
6. Determine whether the meeting has been correctly called: Has the invitation to the annual meeting and all the information that members should receive before the annual meeting been sent out correctly and in a timely manner? How, when and where the invitation and other information should be sent out is stated in your statutes. If this has been done correctly, you can establish that the meeting has been correctly called.
7. Review of the annual report: The annual report is a document that contains a description of what the association has done in the last financial year. Here, for example, it should be stated what the association has carried out of various activities and competitions, how many members the association has had and who has been on the board.
8. Review of annual closure or annual accounts: Here, the board presents the income statement for the year, i.e. what revenues and expenses the association had in the past year and what the result of all costs was. Here the board also presents the balance sheet, which means that you present what assets, liabilities and any equity

the association has. The management report is also presented under this item. Unlike the income statements and balance sheets, the management report describes in words how the association's finances are and have been during the last financial year. Often the costs and revenues of things that have taken place in the business, such as various activities, are presented. When all presentations have been made and members have had the opportunity to ask questions, those with voting rights decide whether they approve the statements, in which case the income statements and balance sheets are established.

9. **Review of the auditor's report:** The association's auditors have reviewed and checked the board's work and the revenue and expenses that the association had during the financial year. The auditors present the results of their audit in a report called the auditor's report.
10. **Decision on waivers for the board:** In their auditor's report, the auditors conclude by proposing to the members at the annual meeting to either waive responsibility for the board for the past year or to not waive responsibility. Almost always, the members at the annual meeting choose to vote as the auditors propose.
11. **Review of the business plan and budget:** The board presents their plan for the association's activities in the coming financial year. In that plan, the board also presents a budget that describes how they think the money should be distributed.
12. **Review and vote of proposals:** Propositions are the board's proposal for ideas or changes to the association's activities. If the board has any proposals, they present these under this item. The members of the annual meeting can both comment on the proposals, propose changes or additions to the proposals and if you wish, you as a member can also state how you intend to vote: For (yes) or against (no). Then voting about the proposals will take place.
13. **Review and vote of motions:** The members' suggestions for ideas or changes to the association's activities are called motions. If one or more members have submitted motions to the annual meeting, this member or those members present these proposals under this item. Your statutes state when a motion must be submitted by to be included at the annual meeting. If there are motions from members, the board should state their opinion on these proposals. Members may also comment on the motions and make suggestions for changes or additions. It is then up to the members with the right to vote for (yes) or against (no) each motion.
14. **Establishment of membership fee:** During this item, a vote and establishment of the membership fee takes place. Some associations may have different fees for membership, such as a fee for juniors and another fee for seniors. Each such membership fee should be voted upon. Should it be the same as for previous years or change? If the fee should be changed, it may be a good idea to explain why it should be changed, so that everyone knows why the fee is raised or lowered. The members with voting rights can vote. Please note that the membership fee and training fee are two different fees. Membership fees should not be confused with fees for participating in the sporting activities. Fees for participating in the activities may, for example, be tuition fees, training fees or business fees and these are not necessarily determined at the annual meeting. The membership fee only applies to membership.
15. **Election of representatives to the board, the nominating committee and election of auditor or auditors:** The nominating committee presents the persons they propose to be members of the board. How many people will be elected to the board at each annual meeting, and how many ordinary members the board shall consist of, may differ in different associations. What applies to your association or your confederation is in your statutes. Often half of the board positions are appointed at the annual

meeting, and the other half are appointed at the next annual meeting. In this way, there will be both old and new ordinary members on the board, and knowledge can be passed on in the association and from board to board. Not only the nominating committee, but also members can propose persons to the board. It is always important that the people proposed have been asked and accepted to be nominated. A new nominating committee will also be elected. Both members and the board may propose persons to the nominating committee. The election of an auditor or several auditors must also be made. The person or people chosen as auditors at the meeting do not have to be members of the association. All elections are held by vote and only members with an established right to vote may participate.

- 16.** Other questions: Here, those who are at the meeting can raise other questions or comments. It is important that questions or comments are not about a very important topic that concerns the whole association, and which would therefore require a vote and a decision. Such questions need to be submitted in advance as a motion, or as a proposition from the board. For this item, other comments and questions may instead be asked, perhaps you want to congratulate those who have been elected to the board or voice other things. Remember to be nice, kind and constructive.
- 17.** The meeting ends: The chairperson of the meeting will end the annual meeting.
- 18.** Adjust and sign the minutes: The minutes of the meeting are adjusted, i.e. reviewed, by the person or persons selected as the protocol adjuster for the meeting. Those people double-check the minutes to match the notes they themselves took during the meeting. The adjusters also check that the number of votes in the voting is correct. The meeting secretary corrects any adjustments made by the protocol adjusters. When everyone agrees that the meeting minutes are correct, the chairperson of the annual meeting, secretary and protocol adjuster sign them.
- 19.** Save the protocol: It is important to save the meeting minutes, so that you know where they are if you ever have to go back and look into it. The association itself is responsible for its meeting minutes.