

## **Procedure of Conducting Annual General Meeting (AGM)**

**(Extract of the minutes of council meeting held on 2<sup>nd</sup> March 2013)**

The Council shall decide the time and place of the meeting every year.

1. Chairperson of the Meeting - The President or in his absence the Vice President, or in the absence of both the Honorary Secretary, or in the absence of all the three, a member elected from amongst the members present shall preside over the meeting.
2. Notice for the time and place of a meeting shall be sent at least seven days in advance to the members of the Institute either electronically or by post.
3. The notice shall contain a statement of business to be transacted at such meeting.
4. Twelve members of IAI shall form the quorum. If quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to such time and place as the Chairperson may decide. No quorum is required for such adjourned meeting. All members of the Institute shall be entitled to attend such adjourned meeting.
5. No decision shall be made on any item taken up for discussion which is not in the agenda approved by the Council for the AGM.
6. The Chairperson shall, with consent of majority of the members present, adjourn a meeting to such time and place as agreed by the majority of members present. Such adjourned meeting can consider only the unfinished business at such meeting. AGM that gets adjourned, for whatever reason, can be attended by members even though they were not present at the time the meeting was adjourned. There shall be no fresh notification given on the timing of the adjourned meeting if the adjourned meeting is held on the same day. Only discussion on unfinished agenda can be taken up in the adjourned meetings. No quorum is required for such adjourned meeting.
7. Every decision at the AGM shall be decided by majority of votes and in the event of equality of votes the Chairperson shall have the casting vote.
8. The minutes of a meeting shall be recorded by any member present as decided by the Chairperson.
9. The minutes of the meeting, after having been approved by majority of members present, shall be signed off (electronically or otherwise) by the Chairperson within thirty days of such meeting and shall be taken on record in the next meeting.
10. Any action items stemming from the minutes of the meeting can be implemented once the Chairperson signed off the minutes.

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