

# Saint Panteleimon Russian Orthodox Church, West Gosford

## 2010 Annual General Meeting

### Why have an Annual General Meeting?

Every year, parishes of the Russian Orthodox Church outside Russia are obliged by the Normal Parish By-Laws to hold an Annual General Meeting (AGM) of parish members.

### When will the 2010 AGM be held?

The 2010 AGM of the parish will be held on **Sunday 4 July 2010 at 11.30am** in the parish hall at 4/7 Comserv Close, West Gosford.

### Preparing for the AGM

An AGM is lawfully convened if the meeting is announced in church on three successive Sundays and if parish members receive notice of the meeting and the agenda at least 3 weeks before the meeting.

Announcements will be made in church on the following Sundays: **6 June, 20 June, and 4 July 2010**. The meeting agenda is on the reverse of this notice.

### Attendance at the AGM

For decisions at an AGM to be valid, two-thirds of financial members must be present. If less than two-thirds of members are present, the meeting must be postponed for an hour, and may then start with whoever is present. So as not to delay proceedings and inconvenience others, it is therefore important that all financial members either attend the meeting or give their apologies in advance.

Our AGM usually takes no longer than 45 minutes.

### Parish Annual Report

As in previous years, the Parish Council will compile financial and other reports into a parish 'Annual Report'. The Annual Report will be distributed to financial parish members by post at least one week before the AGM, and tabled at the meeting.

### Nominations for Parish Council

All seven regular positions on the Parish Council will be open for election at the AGM. Any parish member who has been a member for six months or more can be nominated, or nominate another member, to serve on the Parish Council.

### Nomination forms

A form that is to be used when nominating parish members to a position on the Council is available in church or from the parish website. There is no limit to the number of nominations that each member may submit. It is asked, however, that each nomination to be seconded by another member and endorsed by the nominee.

Completed nomination forms should be given to the secretary of the Parish Council, Kate Marcotrigiano, no later than **Sunday 20 June 2010**. This will allow the Parish Council adequate time, if required, to prepare ballot papers.

### Elections

Should an election be necessary for any position, this may be by a show of hands or by secret ballot. If anyone wishes for an election to be by secret ballot, they should indicate this on the nomination form in the space provided.

### Minutes of the 2009 AGM

A copy of the minutes of the last AGM will be circulated with the Annual Report. These will be tabled at the forthcoming meeting for members to endorse as an accurate record of last years' meeting.

### Additional information

If you have any questions, please do not hesitate to speak with Father James Carles or another member of the Parish Council.

*5 June 2010*

# Notice of Annual General Meeting

Members of Saint Panteleimon Russian Orthodox Church, West Gosford, are advised that an Annual General Meeting of the parish will be held on Sunday 4 July 2010 at 11.30am in the parish hall at 4/7 Comserv Close, West Gosford.

## Agenda

### Procedural items

1. Prayer, opening remarks
2. Election of AGM vice-president and minutes secretary
3. Adoption of agenda
4. Tabling and acceptance of previous minutes

### Receipt of parish Annual Report

5. To consider, and if thought fit, to pass the following resolution:  
"That the 2010 Annual Report of Saint Panteleimon Russian Orthodox Church, West Gosford, be accepted".

### Elections

6. To elect, if necessary
  - Up to 7 members of the Parish Council
  - 3 members of Auditing Committee
7. Appointment of editing committee for minutes, closing remarks, prayer

