

Annual General Meeting Policy / Kaupapa here hui ā-tau

Each year, as stated in the Constitution, Montessori Aotearoa New Zealand (MANZ) holds an AGM.

1. Any remits to the constitution must be sent out to members at least six weeks prior to the AGM.
2. MANZ Chief Executive will ensure notice of AGM venue, date and time is sent to all members at least one month prior to the meeting.
3. MANZ Chief Executive will send out any non-constitutional remits, forms for proxy votes and nominations at least one month prior to AGM.
4. MANZ Annual Report will be sent to members at least two weeks prior to the AGM.
5. MANZ Chief Executive will finalise and send AGM minutes to all members and put on the website within a month of the AGM.
6. MANZ Chief Executive will ensure the constitution is updated in accordance with AGM and constitution changes and that new officers and the annual report are sent to the Charities Commission.
7. Election of Officers - MANZ Chief Executive will inform the membership of rotation and vacancies on Council when they occur prior to AGM. The membership will have the opportunity to nominate members for Council both prior to and at the AGM.
8. Refer to MANZ Finance Policy for details on reviewed accounts.
9. Election of Honorary Members, refer to policy.