



European College of Veterinary Surgeons

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ECVS STANDARD OPERATING PROCEDURE:

Annual Business Meeting

The ABM (or AGBM Annual General Business Meeting) is defined in [article IX](#) of the constitution.

1. Opening: The President welcomes the Diplomates and determines that there is a quorum. As defined in [article IX, section 3](#) of the constitution, a quorum shall consist of one quarter of the voting members of the College. The Executive Secretary stays on stage during the entire ABM while other members of the Board sit in the first rows of the audience
2. The President introduces the new Diplomates (including ACVS Diplomates accepted as new temporary ECVS Diplomates) and asks them to come to the stage. A photo is taken.
3. If applicable, the President (or another designated Board member or Diplomate) informs the membership of Diplomates who have died since the last ABM and asks for a minute of silence.
4. The ACVS President addresses the ECVS membership.
5. The President asks for the minutes of the previous ABM to be approved.
6. Financial Report
 - a. The Treasurer presents the financial and auditor's report of the previous fiscal year.
 - b. The Treasurer asks for the financial report to be approved.
 - c. The Treasurer asks the membership to discharge the Board of Regents, Treasurer and Operations Manager of their responsibilities.
 - d. The Treasurer informs whether any membership fees of the previous year have not yet been paid and informs the membership of any Diplomates who have voluntarily resigned from the College.
7. The committees may address the membership directly if needed; alternatively the President can relay committee information to the membership and / or refer to their articles in the previous newsletter.
8. The results of the election are announced and the new Officers are congratulated and asked to stand to be recognised (if present).
9. The President thanks outgoing BoR members and awards plaques and gifts. The President acknowledges and thanks outgoing members of the CC, EC, PC and other committees (if applicable).

10. The EBVS representative (or a designated member of the BoR) presents a report on EBVS matters alternatively if EBVS matters are of little weight the President can refer to the last pertaining article in the newsletter.
11. If applicable, the President informs the membership about other relevant College business and news.
12. The President informs about the next ASM (or several upcoming destinations if decided); if they wish, the local organisers of the upcoming ASM may address the membership directly.
13. An agenda item dedicated to Varia is to be included.
 - a. The President asks the membership whether they would like to address any questions to the BoR.
14. Conclusion and hand-over: The presidential seal and gavel are handed to the new President. He / she congratulates the new Chair of the Board and closes the meeting.