

**VHIMA Annual Convention**  
**Annual Business Meeting Agenda**

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- ❑ Call to Order and Welcome
- ❑ Invocation
- ❑ Establish Quorum
- ❑ Previous Annual Business Meeting Minutes - Approval  
Committee's Report
- ❑ Financial Report: Balance of Checking, Savings and Certificate
- ❑ Old Business
- ❑ New Business
- ❑ Nominating Committee Election
- ❑ Announcement of new Board Members and Installation of Officers
- ❑ Annual Report of VHIMA Board and Member Activities and  
Accomplishments
- ❑ Recognize volunteers and Distribute Awards
- ❑ Recognition of Others Present
- ❑ Past Presidents
  - New Members
  - Faculty
  - Students
  - Deceased Members
- ❑ Announcement of Next Year Annual Convention Site and Date
- ❑ Other Announcements
- ❑ Adjournment

## Script: VHIMA Annual Business Meeting

### □ CALL TO ORDER AND WELCOME

#### **President:**

- Good Morning....I call to order the \_\_\_\_\_ Annual Business Meeting of the Virginia Health Information Management Association. Welcome to all of our VHIMA members, students, and others that may be with us today. Thank you for being here this morning/afternoon as we conduct our business meeting of the year with VHIMA membership....
- \_\_\_\_\_ has agreed to serve as our Parliamentarian for the meeting today.

### □ INVOCATION

#### **President:**

- I would like to call upon \_\_\_\_\_ to deliver the Invocation.....
- (Invocation is delivered)

### □ ESTABLISH QUORUM

#### **President:**

- In order to conduct the business of the association, we will need to establish a quorum of the membership. Since we are not voting on any bylaw changes, a quorum of 50 active members is necessary. The latest official count of active members released from AHIMA in a report dated \_\_\_\_\_, indicates that there are \_\_\_\_ active members of the VHIMA (\_\_\_\_\_ total). We need to establish that **50** active members are present. Would all active members of the VHIMA who are present please stand?

### REQUEST **SECRETARY** AND **TREASURER** TO VERIFY THE COUNT AS MEMBERS COUNT OFF

#### **NOTE:**

- (Quorum to approve bylaws without notice: 90% vote of active members present)
- (Quorum to conduct business: A total of 50 active members. An affirmative vote of the majority of the active members present when a quorum is present, is necessary for the adoption of any matter) (VHIMA active members effective \_\_\_\_\_: \_\_\_\_\_ active - \_\_\_\_\_ total counting associate, honorary, senior and student)

□ **ACCEPTANCE OF MINUTE APPROVAL COMMITTEE'S REPORT OF PREVIOUS ANNUAL MEETING MINUTES**

**President:**

- Each year, a committee is selected to approve and sign the minutes of the VHIMA Annual Business Meeting. May we hear the report of the Committee to approve the \_\_\_\_\_ Annual Business Meeting minutes.
- Committee report is presented
- Is there a motion to approve the report of the \_\_\_\_\_ Annual Business Meeting minutes?
- Is there a second?
- Discussion?
- All in favor, please signify by saying Aye.
- All opposed?
- The committee's report is approved. (or as amended, if applicable)
- A committee of \_\_\_\_\_, & \_\_\_\_\_ has been selected to review and approve the minutes from today's meeting.

□ **FINANCIAL REPORT**

**President:**

- I call upon \_\_\_\_\_, VHIMA Treasurer, to present the \_\_\_\_\_ VHIMA Financial Report.

**OLD BUSINESS**

**NEW BUSINESS**

□ **NOMINATING COMMITTEE ELECTION**

**President:**

The Nominating Committee of the VHIMA is responsible for: Distributing Willingness to Serve forms and Credential file forms to the membership, no later than November of each year.

1. Maintaining all returned credential files and updating

- files with revisions that are received annually.
- 2. Meeting to prepare a slate of qualified active members for each officer to be elected for the coming year.
- 3. Preparing and distributing election materials, including preparing the electronic ballot via AHIMA.
- 4. Provide to the President-Elect the names of members who wish to volunteer as committee chairs or members.

- During the annual meeting each year it is our task to elect 4 Nominating Committee members. I will take nominations from the floor at this time.
- (Receive nominations until at least 4 persons have been nominated).
- Is there a motion to accept the slate of nominees, as recorded?

Note: If there are only 4 person nominated, ask for a motion, second and vote to elect the 4 nominees)  
 (If there are more than 4 nominees, distribute the ballots and request that each active member vote for 4. Designated tellers will immediately collect and count the ballots.)

**ANNOUNCEMENT OF NEW \_\_\_\_\_ BOARD MEMBERS**

**President:**

- Your new officers have been elected for next year, thanks to the work of the Nominating Committee and to you and your participation in the voting process. The \_\_\_\_\_ officers are as follows: Would you please stand as I call your name?

- President: \_\_\_\_\_
- President-Elect: \_\_\_\_\_
- Past-President: \_\_\_\_\_
- Vice President: \_\_\_\_\_
- Treasurer: \_\_\_\_\_
- Secretary: \_\_\_\_\_
- Elected Director: \_\_\_\_\_
- 1st Year Delegate: \_\_\_\_\_
- 2nd Year Delegate: \_\_\_\_\_

**ANNUAL REPORT OF VHIMA BOARD AND MEMBER ACTIVITIES AND ACCOMPLISHMENTS**

**RECOGNITION OF VOLUNTEERS AND DISTRIBUTION OF AWARDS**

**President:**

**RECOGNITION OF OTHERS PRESENT**

Past Presidents  
New Members  
Faculty  
Students  
Deceased Members

**ANNOUNCEMENT OF NEXT ANNUAL CONVENTION SITE AND DATE**

**OTHER ANNOUNCEMENTS**

**ADJOURNMENT**