

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

_____ANNUAL MEETING OF THE FLORIDA SOCIETY OF MEDICAL ASSISTANTS

DATE AGENDA

Friday _____ Date

General Session begins at 8:00am

Presiding _____ Name
FSMA President

Pledge of Allegiance _____ Name
FSMA President

National Anthem Music to be played

Invocation _____ Name Person chosen

Welcome _____ Name and title
FSMA President

Welcome AAMA Representative Name and title

First Session of the General Assembly-----Open to all members Begins at 8:00pm

Call to Order _____ Name and title
FSMA Speaker of the General Assembly

Introduction of Head Table _____ Name and title
FSMA Speaker of the General Assembly

Introduction of Past Presidents
And Physician Liaison _____ Name and title
FSMA Speaker of the General Assembly

Announcement of General
Assembly Appointments _____ Name and title
FSMA Speaker of the General Assembly

Report of Credential Chair _____ Name and title
Credentials Chair

Approval of Agenda _____ Name and title

FSMA Speaker of the General Assembly

Presentation of Official Program

____ Name and title
FSMA Convention Chair

Orientation of Voting Members

____ Name and title
FSMA Speaker of the General Assembly

Adoption of Convention Rules

____ Name and title
FSMA Speaker of the General Assembly

Selection of Tellers

____ Name and title
FSMA Speaker of the General Assembly

Report of Nominating Chair

____ Name and title
FSMA Nominating Chair

Nominations from the Floor

____ Name and title
FSMA Speaker of the General Assembly

Presentation of the Candidates

____ Name and title
FSMA Nominating Chair

BREAK

Second Session of the General Assembly

VOTING TO TAKE PLACE IN THE GENERAL ASSEMBLY

Report of the Credential Chair

____ Name and title
FSMA Credentials Chair

Reference Committee Reports

____ Name and title
Reference Committee Chair

Report of the Tellers

____ Name and title
Teller Chair

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Announcement of New Officer

____ Name and title
FSMA Speaker of the General Assembly

Unfinished Business

____ Name and title
FSMA Speaker of the General Assembly

New Business

____ Name and title
FSMA Speaker of the General Assembly

Speakers' Closing Statement

____ Name and title
FSMA Speaker of the General Assembly

Announcements

____ Name and title
FSMA Speaker of the General Assembly

Adjournment

____ Name and title
FSMA Speaker of the General Assembly

*** note any part of the general assembly may be assigned by the speaker to the vice speaker.