

# A-1 Administrative Instructions, Steve Kennedy, JCNA Secretary



## Jaguar Clubs of North America

- Please mute your cell phone.
- If you must take a call, please take it out of the room.
- Hopefully, everyone has looked over the agenda and all the reports before today, as we are going to address each report but not line by line.
- **For the Ballot, which you must turn before lunch, if you are carrying more than the 2 votes for your club, you may enter the number of total votes you have been directed to carry for each candidate, i.e., 4 votes for candidate x, 4 votes for candidate y.**
- This meeting is being recorded and Minutes are taken as an exception to the 100 plus pages of the complete AGM Package.
- If you have something to say, raise your hand to be recognized.
- There will be several microphones placed around the room.
- Move to a microphone or wait for it to be passed to you.
- This meeting is scheduled to run from 8:00 AM to 2:45 PM.
- There will be a break in the middle of the morning session, (around 9:45-10:00), with lunch in the middle, (around 12:00 to 12:45), and another break in the middle of the afternoon session if needed.
- Parliamentary procedures will be handled as they come up by Tom Wright.
- Is anyone in need of filing a Delegate/Proxy form, before the meeting starts? All delegates and represented Clubs must be members in good standing with JCNA for 2025.
- Please follow the wishes of the Club that you are representing to either vote as you see fit or strictly per the Club directives.
- New and Old Business issues from a committee will be covered during the Committee Report.
- To follow the pages in your package of paperwork, the header shows the item number and the page number in the footer shows the page within that item
- Thanks to the **Delaware Valley Jaguar Club** and all of its team for their planning and execution at this AGM.
- If you become sick during or following the weekend, please let us know so we can pass the word and warn other participants of possible exposure.

Thank you for your attendance and I hope you enjoy the weekend.

*Steve Kennedy JCNA Secretary*