

## **Requirements of an Annual General Meeting**

An annual general meeting is the business meeting of the membership and fulfils requirements as set out in the Society Act of BC, the BCAHA Bylaws and the parliamentary authority of Robert's Rules of Order.

The president is the chosen leader of an organization and should be familiar with the objectives, bylaws, and other rules of the society.

Meeting management requires being knowledgeable of the agenda items and knowing ahead of time what decisions or actions must result. Effective and efficient meetings are the result of careful planning and positive action.

The following summaries of the requirements of the BC Society Act, the BCAHA Bylaws and Robert's Rules of Order are provided as a guidance tool for the organization and its president.

### **According to the Society Act of BC**

#### Part 6 – Members and meetings

##### Annual general meeting

56(1) The meeting ... must be held at least once every calendar year and not more than 15 months after the adjournment of the previous annual meeting.

(2) despite subsection (1), the registrar may at any time extend the time within which a society is required to hold an annual meeting.

##### Place of meeting

57 A general meeting of a society must be held in British Columbia or a place outside British Columbia that the registrar approves on application by the society.

##### Requisition for general meeting

- The directors of the society, on the requisition of 10% or more of the voting members of the society must convene a general meeting without delay
- A general meeting convened by the requisitionists must be convened in the same manner, as nearly as possible, as general meetings are convened by the directors.

##### Court may call

59 If a society fails to hold a general meeting in accordance with this Act, the regulations or its bylaws, the court may, on the application of a member of the society, call or direct the calling of the general meeting.

## Notice

60 A society must give not less than 14 days' written notice of a general meeting to those members entitled to receive notice of a general meeting, but those members may waive or reduce the period of notice for a particular meeting by unanimous consent in writing.

## Quorum

61 Unless the bylaws provide for a greater number, the quorum for the transaction of business at a general meeting of a society is 3 persons.

## Voting

62 A member is not entitled to vote on a resolution unless the member is a voting member in good standing in accordance with the bylaws.

## Financial statements

65(1) the directors of a reporting society must place the following before each general meeting of the society:

- the financial statements required by this section,
- the report of the auditor,
- the report of the directors to the members
- any further information respecting the society required by the bylaws or the regulations

The financial statements must be comparative statements relating to

- (a) the period
  - (i) the beginning on the last date of incorporation or, if the society has completed a financial year, at the end of the last completed financial year, and
  - (ii) ending not more than 6 months before the annual general meeting, and
- (b) the period, if any, that was the financial year immediately before the last completed financial year

(4) The financial statements must consist of

- (a) the statement of income and expenditure for each period,
- (b) a statement of surplus for each period,
- (c) a statement of source and application of funds each year, and
- (d) a balance sheet as of the end of each period,

but the statements need not be identified by those names

(5) despite subsection (4) (c), a statement of source and application of funds may be omitted if the reason for the omission is set out in the financial statement

### Special resolutions

66 A society must file with the registrar an original and one copy of each special resolution, which special resolutions must be in the form established by the registrar.

(2) After a special resolution is filed under subsection (1), the registrar must retain one copy of the special resolution and must return the other copy to the society, certified as having been filed with the registrar

(3) A special resolution, other than one changing the number of directors or removing a director, does not take effect until it is filed with the registrar.

### Filing annual report

68 A society must, within 30 days after each annual meeting, file with the registrar an annual report in the form established by the registrar.

## **According to the BCAHA bylaws**

### **PART 8 – GENERAL MEETINGS**

8.1 Meetings of the Members of the Society shall be called general meetings, and shall be held at such times and places, in compliance with the Society Act, that the Directors or the Executive Committee may decide.

8.2 The voting assembly during General meetings shall consist of the Directors, Life members, and the Authorized Representatives of the Active members of the Society.

8.3 general meetings shall include Annual general Meetings and Special General Meetings, and any adjournments thereof.

8.4 The Annual general Meetings shall be held once in every fiscal year and not more than fifteen (15) months after the adjournment of the previous Annual meeting. In addition to any other business that may be transacted, the report of the Board and the audited financial statements of the Society shall be presented.

8.5 The Directors of the Executive Committee may, and- upon written requisition signed by not less than ten (10%) of the Voting Members of the Society- shall convene a Special General Meeting within twenty-one (21) days of receipt of such requisition.

8.6 A quorum during General meetings shall be ten percent (10%) of Active members, provided that at least twelve (12) Active members and at least fifty (50%) of the Areas shall be represented.

8.7 Voting by proxy shall not be permitted.

#### Notice of a General meeting

8.8 The notice of a General meeting shall specify the place, day, and time of the meeting, and the business to be transacted. In the case of a Special General meeting, no resolutions except those which are specified in the notice of the meeting shall be considered during such a meeting.

8.9 A written notice of not less than thirty (30) days of a general meeting shall be sent to each members and to the Auditor,

8.10 The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the Members, shall not invalidate the proceedings at that meeting.

### **PART 16 – AUDITOR**

16.1 The Society shall have an auditor

16.2 At each Annual general Meeting the Society shall appoint an auditor to hold office until the next Annual General meeting or until a successor has been appointed.

16.5 No Director and no employee of the Society shall be the Society's auditor

16.6 The auditor may attend Meetings.

## PART 18 – PARLIAMENTARY AUTHORITY

18.1 The rules contained in the current edition of Robert's Rules of Order newly Revised shall govern the Society in all cases to which they apply and in which they are not inconsistent with the Society Act or with the Society's Constitution and Bylaws.

### BCAHA AGM agenda precedent

- 1) Call to order
- 2) Auxiliary prayer
- 3) Moment of silence
- 4) Welcome and introductions
- 5) Courtesies
- 6) Recognition of past board members
- 7) Establishment of quorum
- 8) Explanation of voting procedure
- 9) Approval of the minutes
- 10) Reports
  - a) President
  - b) Past president
  - c) Vice President
  - d) Finance
    - Approval of statement
    - Appointment of auditor
  - e) Candy Striper Chair
  - f) Area Representative Reports
    - East Kootenay Area
    - Fraser Valley Area
    - Lower Mainland Area
    - Northeast Area
    - Northwest Area
    - Okanagan Mainline Area
    - Vancouver Island Area
    - West Kootenay/Boundary Area
- 11) Resolutions
- 12) Election of Officers
- 13) New Business
- 14) Other Business
- 15) Announcements
- 16) Adjournment

## **According to Robert's Rules of Order**

### Annual meeting

Certain types of societies may hold only one business meeting of the general membership each year, leaving the management of the organization's affairs in the meantime to a board. Such a meeting is the annual meeting of the society.

Annual reports of officers and standing committees, the election of officers, and any other items of business that the bylaws prescribe for the annual meeting are in order, besides the ordinary business that may come up... Minutes of one annual meeting should not be held for action until the next one a year later.

Business that is legally required can be done at the annual meeting at any time when it is in order during the session of the annual meeting.

The customary or standard order of business is

- 1) Reading and Approval of the Minutes
- 2) Reports of Officers, Boards, and Standing Committees
- 3) Reports of Special Order Committees
- 4) Special Orders
- 5) Unfinished Business and General Orders
- 6) New Business

Optional headings may be included such as opening ceremonies, good of order, announcements or program.