



The Importance of Annual General Meeting Attendance

The purpose of this document is to demonstrate to our members and your members the importance of attending their Annual General Meeting (AGM) by detailing what an AGM is, its purpose, the benefit of attending, and what to expect at an AGM.

What is an Annual General Meeting?

An AGM is the meeting of the general membership that is presided over by the President or Chairman of the organization. Directors, officers, treasurer, and secretary would be in attendance to provide reports and record minutes. Membership of the organization have the right to attend, speak, and vote at the AGM in alignment with the organizations constitution and by-laws.

The directors of the organization must call an AGM within 18 months after the corporation comes into existence and subsequently, not later than 15 months after holding the preceding AGM.

Why do organizations hold Annual General Meetings?

Organizations host AGM's for three key reasons:

1. It is a legal requirement set out by the Not-for-Profit Corporations Act.
2. To conduct the business of the organization.
3. To provide membership with an opportunity to address the board of directors.

What business is conducted at the Annual General Meeting?

The main business items addressed at AGM's include:

1. Amendments to the Articles of Incorporation or Bylaws
2. Election of the Board of Directors
3. Review and Receiving of the audited financial statements
4. Appointment of the auditor
5. Amendments to Rules (if not in direct authority of the board)
6. Address Other Business

Why should I attend an Annual General Meeting?

1. To Hold the Board Accountability

The directors create policy and make decisions that have a direct impact on membership. Your presence at an AGM allows you to hold the board of directors accountable and or show your support. Use your membership status to nominate an individual for election (in alignment with the organizations bylaws), use your voting power to elect the best candidates, and use your voice to get answers to pertinent questions.

2. To Have an Impact

Amendments to bylaws are submitted to the organization by membership or the organization themselves in advance of the AGM. Time frame of submission of proposals is defined in the organizations bylaws but is stated as at least 60 days prior to the AGM. These changes could have an



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effect on the organization and members. Use your voting power to impact decisions that are best suited for your club.

3. To Stay Up-to-Date

A focus of most AGM's is reporting to membership inclusive of reports from the President/Chairman, Treasurer, and Executive Director/Manager. Attending the AGM will provide you with insight into the performance and direction of the organization. Depending on the size of the organization, reviewed or audited financial statements will be presented. Your voice at the AGM will allow for key questions to be asked or concerns to be raised that help the organization remain on task.

4. To Support the Organization

Holding an AGM is a legal requirement and is hosted at a cost to the organization. If enough members do not attend, the AGM would have to be rescheduled and held at a later date at an additional cost to the organization. Your attendance is a service to your organization as it has an effect on quorum.

Quorum should be defined in the organizations bylaws. If not defined the organization is to refer to the Not for Profit Corporations Act which states quorum is a majority of the members entitled to vote at the meeting, whether present in person or by proxy. A copy of your clubs or organizations bylaws should be available to its' members at anytime.

What if I can't physically be at the Annual General Meeting but want to participate?

There are two methods in which you can count towards quorum, have a voice, and vote while not physically in attendance.

1. Participation by Electronic Means

Unless the organizations bylaws state otherwise, any person entitled to attend the AGM can participate by telephonic or electronic means that allows all participants to communicate adequately with each other during the meeting. A person participating in this manner is deemed present at the meeting.

2. By Proxy

If permitted in the articles or bylaws of the organization, every member entitled to vote at an AGM may do so by means of proxy and appoint a proxyholder to attend and act on their behalf at the meeting. The proxyholder has the same rights as the member who appointed them. A proxyholder does not need to be a member of the organization unless defined as such in the organizations bylaws. It is a requirement of the organization to send or make available a form of proxy to each member.



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How is voting handled at an Annual General Meeting?

The method of voting and number of votes required (ex: 50% + 1) to pass an amendment or elect a director is subject to the organizations bylaws.

Unless indicated differently, voting at an AGM shall be by show of hands unless a ballot is demanded by a member entitled to vote at the meeting. A member may demand a ballot either before or after any vote.

Votes by ballot will be collected and tallied by determined scrutineers.