

Guide - Annual General Meeting Agenda

1. Call to Order – Territorial Acknowledgement, confirmation of notice, and quorum

Suggested acknowledgement of Indigenous Nations' territory: The chair's acknowledgement should be appropriate to the territory where the meeting is taking place.

Learn about your co-op's location through online resources, your local Friendship Centre or your local municipality. Here is an example for Vancouver: "We gratefully acknowledge that we are gathered today on the unceded traditional territory of the Coast Salish peoples, including the Musqueam, Squamish and Tsleil-Waututh nations".

The chair confirms:

- a. If the chair is an external chair, that the chair was properly appointed as set out in Rule 14.16.
- b. **Notice is proper:** includes the date, time and address of meeting; reflects the general nature of the business to be conducted.
- c. **Notice was delivered** to each member's unit using the delivery method set out in your co-op's Rule 26.1.
- d. **Notice period is correct:** Rule 14.8 sets out the notice period for your co-op AGM; it must be at least 14 days' notice, but it could be more (check your co-op's Rules).
- e. **Required quorum is present:** Confirm eligibility to vote as set out in your Rules (will depend on your co-op's membership model). Announce and enter quorum present in minutes. Rule 14.13 sets out the required quorum for your co-op.

2. Introduction of guests/welcome new members

Guests may include lawyer, auditor, management firm, other. The chair is not a guest because Rule 14.16 permits the board to choose another person who need not be a member to be the chair. No motion is needed for guests invited by the chair to be present at meeting. Rule 14.20 allows the presence of the Auditor and others who are entitled or required under any provisions of the Act or these Rules.

3. Approval of non-members as observers

Non-members may be admitted to the meeting on the invitation of the chair or with the consent of the members at the meeting. See Rule 14.20.



4. Explanation of meeting process, rules of order and meeting agreement

The chair provides an overview of how the meeting business will progress. The chair reviews the meeting agreement and indicates what rules of order will be followed. See sample meeting agreement and rules of order.

5. Approval of agenda

The chair asks for a motion to approve the agenda. Suggested changes must be the business of the meeting and major new business that requires support documentation and/or decision cannot be added.

6. Approval of minutes of [date(s)]

Be sure to check what sets of minutes require approval. While minutes should be approved at the following meeting, while memories are fresher, sometimes co-ops do not do this. AGM minutes should be approved at the next general meeting, not the next AGM.

7. Business arising

The board should identify in advance of the meeting any business of the previous minutes that needs to be covered. Ideally it will be covered in the other agenda items of the meeting. If there is no business arising, the chair announces that they have not been advised of any business arising from the minutes and, if no one objects, moves on to the next item of business.

8. Auditor's Report and Audited Financial Statements

The co-op board of directors approves the Auditor's report and audited financial statements in advance of the meeting. Members vote to receive, but do not approve, the Auditor's report and audited financial statements.

9. Appointment of Auditor

Members and directors will need to speak freely. Allow the Auditor to leave the meeting before starting this agenda item. The board will recommend reappointment of the current auditor or appointment of a new auditor based on the board's research and recommendation. If for some extraordinary reason the board has not been able to come up with a recommendation, it may recommend that the co-op research a new auditor for member approval at a future general meeting. See Rule 24.10.

10. Report from Board of Directors

The report of Directors is an overview of the year's activities, challenges and outcomes. The report should reflect business completed as well as priorities and outstanding business that the new board may want to consider. The report should be positive and informative. The board should have approved the directors' report — this is not the president's report. A good board report will encourage members to serve as directors. See Guidelines for Board of Directors Report to the AGM.



11. Election of Directors

a. Overview of director responsibilities

A brief overview of director responsibilities before the election is helpful education for members.

b. Review board size, composition, terms and vacancies

c. Review director qualifications – See Rule 17.5.

The chair will need to confirm on the day of the meeting which members are not qualified to serve as directors pursuant to the Rules. For example, some members may have reached term limits and not be eligible for re-election. A director who has recently been removed from office may not be eligible to run. The most common other reason for disqualification is arrears. That information should be available to the chair only.

d. Nominations


- Review nominations received in writing in advance of meeting
- Call for nominations from the floor – members may nominate themselves or others
- Every person nominated, must declare in writing or in person at the meeting that they are qualified to serve as a director and consent to serve if elected. See Rule 17.6
- Use a data projector/flipchart/white board to list the names of candidates who accept nominations. Make sure that the names of candidates who accepted nomination before the meeting are not weighted or showcased unfairly.

e. Remarks from candidates

Invite each candidate to speak for up to two minutes about how they will serve the co-op as director. No question and answer.

f. Voting

- Explanation of voting procedures
Refer to Rule 18 on election of directors.
Review what is needed on ballot and what would spoil ballot. Show that the ballot box is empty.
- Selection of scrutineers
The chair asks for volunteers, usually three, who are not standing for election, are not related to candidates and are not current directors, to serve as scrutineers. The chair may ask for a vote to appoint scrutineers. The chair shows that the ballot box or boxes are empty and gives them to the scrutineers.
- Distribution of ballots
See referenced documents and relevant resources: Sample Ballot. Members are not to be given ballots in advance of the election. The chair takes control of the ballots before



the meeting starts and distributes ballots to members immediately before the election. Before receiving a ballot, members must show a voting card or identify themselves and have their name checked off on the member register/sign in sheet.

With voting cards, the chair may walk around the room handing out ballots to members in their chairs.

With a member register/sign in sheet, members line up for ballots. To speed up the process there can be multiple lines for multiple sign in sheets organized by blocks of units in the co-op.

The chair may allow other members to pick up ballots for members with mobility or other issues that make it difficult for them to receive a ballot. The chair must watch to ensure they are delivered.

- **Casting of ballots**

Scrutineers keep control of the ballot box/es. Each member places their own ballot in the ballot box. The chair makes sure that every member present has the opportunity to vote before declaring an end to voting.

- **Counting of ballots/Break**

This is a good time to have a break and serve refreshments. Remind members that a quorum must be present after the break in order to announce election results. Instead of a break, this can be the time for committee reports with another chairperson.

The chair and scrutineers find a private space to count ballots. Empty ballot box/es and have scrutineers confirm they are empty. Count and note total number of ballots cast. The chair observes or assists scrutineers to read names and tally votes. Set aside and count any blank or spoiled ballots.

Tally votes for each candidate. See Rules 18.3 and 18.4.

Document total ballots cast, number of blank or spoiled ballots, number of valid ballots cast, and the ballots received for each candidate. If there were not more candidates than vacancies and your Rule 18.4 requires that successful candidates receive at least a specific proportion of valid votes cast, document the percentage of ballots cast for each candidate. Identify the elected candidates, and (subject to Rule 18.5) their terms of office. The scrutineer record is signed by the chair and scrutineers.

g. Announcement of results

The chair calls the meeting back to order. Quorum must be present. The chair announces the names of the successful candidates. The chair may report on term length if indicated in Rule 18.5. Scrutineers may be asked to verbally confirm results. In the case of a tie, a run-off election may be required under Rule 18.6.

h. Motion to dispose of ballots

The chair asks for motion to dispose of ballots.

12. Acknowledgements

Recognize and thank members for their contribution to the co-op.



13. Close of meeting

The chair may close the meeting without a motion when all the business is done, there is no quorum, or it has become impossible to conduct business.

This is not an adjournment of the meeting. Adjourning a meeting means moving it to a future time, date and place where the only business conducted is the business left unfinished at the meeting from which the adjournment took place. See Rule 14.15.

Referenced Documents and Relevant Resources:

- Sample AGM Agenda
- Sample Ballot