

Checklist - Annual General Meeting (AGM)

The chairperson will need to receive these materials in advance of the annual general meeting. Please also have paper copies of these materials available at the meeting:

- ☐ Notice of meeting – including date delivered and delivery method (a minimum 14 days' notice required)
- ☐ Current Rules – date-stamped by the Registrar and including any subsequent special resolutions filed
- ☐ Any current Policies – relevant to business of meeting
- ☐ Agenda
- ☐ Set(s) of minutes that require approval
- ☐ Other meeting materials such as reports, audited financial statements etc.
- ☐ Meeting agreement/ Rules of Order – if applicable.
- ☐ Current Register of Directors including all changes since the last AGM
- ☐ Minutes of the last AGM – for reference
- ☐ Minutes of the first board meeting after the previous AGM – for reference.

Before the meeting you will also need to provide the chairperson with:

- ☐ The names of any invited guest(s)
- ☐ The name of the person who will take the meeting minutes
- ☐ The names of the people who will give the report of the Directors, committees, and any other reports.

At the AGM, you will also need the materials listed below onsite:

- ☐ Report of the Directors if available – sometimes it is a verbal report
- ☐ Sign in sheet/ register of members
- ☐ Voting cards – if the co-op uses voting cards (CHF BC provides a sample voting card)
- ☐ Ballots, ballot box(es), pens
- ☐ A list of any members who are ineligible to serve as directors pursuant to the Rules – this will include members who have reached any director term limit set out in Rule 18.9, as well as members with personal disqualifications such as arrears (the most common reason for disqualification but not the only one – see Rule 17.5). This list should be available to the chair only.
- ☐ Any other equipment and materials required such as a whiteboard, markers, laptop, data projector, flipchart, paper, a stand, markers, and tape etc.



Referenced Documents and Related Resources

- Template Election Ballot
- Sample Election Ballot Tally Sheet
- Sample Record of Ballot Counting – Election of Directors
- Voting Card
- Sign in Sheet
- Register of Members