
Guide - SAGM Agenda

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

Current best practice is to carry out a land acknowledgement at the start of an SAGM. Normally the chairperson would reference the territory or territories of the First Nation(s) on which the meeting is taking place.⁷ There are online resources that can help you identify the appropriate First Nations. Here is an example for Vancouver: “We gratefully acknowledge that we are gathered today on the unceded traditional territories 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 SAGM; 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 the 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 the 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 link 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. SAGM minutes should be approved at the next general meeting, not the next SAGM.

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. Report from Board of Directors

The report of Directors is an overview of the activities, challenges and outcomes for the period since the last report. The report should reflect business completed as well as priorities and upcoming business. It is a good time to review the co-op's long-term plan and to identify the outcomes the co-op needs to achieve. This sets the context for the budgets which lay out the expenses and revenue needed to achieve these outcomes. The report should be positive and informative. The board should have approved the directors' report - this is not the president's report.

9. Capital budget presentation


Both the capital and operating budgets should have been circulated in advance of the meeting. If an outside resource person is making the presentations, a director should introduce the topic and explain that the board has reviewed the budget in detail and approved it. The presentation should be clear and informative, with ample time for members' questions.

Consider using visual aids for better understanding.

Since the capital budget is closely tied to the operating budget, the motion to receive the capital budget will be dealt with in #10.

10. Operating budget presentation

See notes for #9.

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- a. The chair asks for a motion to approve housing charges.
 - b. The chair asks for a motion to receive capital and operating budgets.
Your co-op rules set out that members approve housing charges, and the board approves the budget. See sections 4.03 and 4.04 of the Occupancy Agreement.

11. Other agenda items might include approval of policy xyz, update and direction on special projects, member input on co-op initiatives, board clarification of issues or concerns, or an education topic.

Direction is not provided here as it depends on the topic of this agenda item or items. Consider carefully information to provide in advance and at the meeting, and the best format for the topic.

12. Acknowledgements

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

13. Meeting evaluation

Ask members what they found positive about the meeting and what could be improved next time.

14. 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 Related Resources

- Sample SAGM Agenda