

# **Preparing for your Annual General Meeting (AGM)**

## **➡ Two to Three Months Prior**

Financial information has been taken to the accountant for preparation of the financial statement.

## **➡ One Month Prior**

A committee has reviewed the bylaws and is prepared to bring forth any items that need updating.

Date of AGM has been set and meeting location has been secured.

Any advertising that is to be placed in a newspaper or mailed out is prepared.

A financial budget has been prepared and approved by the directors for presentation at the AGM.

## **➡ Three Weeks Prior**

Meeting notice has been provided to all members. Method of notification is as per bylaws.

Two weeks notification is the minimum notification required for the AGM.

Notice is provided to members as to the deadline for agenda items.

The financial statement has been returned to the board and any errors or omissions have been clarified with the accountant.

## **➡ One Week Prior**

The accountant financial statement, bylaw changes, minutes of last AGM and any other pertinent information has been copied for distribution.

The secretary should have a copy of all reports to be presented at the AGM. Copies of these reports will be attached to the minutes.

Treasurer has secured and prepared a receipt book for membership payments.

Executive has prepared the agenda, as per the ***Agricultural Societies Act***.

The following will be the order of business at annual meetings:

- Reading minutes of previous meeting;
- Addresses and reports of officers;
- Reports of committees;
- Unfinished business;
- New business;
- Addresses and discussions;
- Election of officers;
- Adjournment.

**Please note:** The election of directors should always be the last order of business of your meeting!

### ➡ **Day of the Meeting**

- Treasurer arrives at least one hour prior to the meeting to receive memberships.
- Have members and guests sign-in upon arrival.
- Confirmation of meeting quorum should be established at the beginning of the meeting.
- Quorum for an AGM is a minimum of 10 members, or greater if your bylaws state more. If quorum can not be met, the meeting should be postponed and rescheduled, to a later date, that will allow the 2 weeks minimum notice.
- No business should take place at a meeting without a quorum.
- The accountant financial statement must be presented at this meeting for the approval of the membership.

**If not presented at this time, a special meeting must be held to accept the financial statement. This will require a minimum of 2 weeks notice to all members and must be done prior to **January 15.****

- Executive/Treasurer should come prepared to answer questions on the financial statement and present a budget.
- Directors should come prepared to present reports and answer questions on their various responsibilities.
- A copy of the **Bylaws, Agricultural Societies Act** of Alberta, and a meeting procedure handbook (e.g. Robert's Rules of Order) should be at the meeting for reference.