

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.