



POLICY & PROCEDURE

Administrative
Number: 8.30

Approved By Council: September 18, 2003
Issued:
Updated:
Replaced:

TOPIC: ANNUAL GENERAL MEETING

The Annual General Meeting of the College is held in April or May, which is 4 -5 months after the College's year end. The Council sets the date, time and location of the meeting.

Each member of the College is sent a written notice to their last recorded address, at least 30 days prior to the meeting, providing information on the date, location and agenda for the meeting. The agenda for the AGM is set by Council and will include provision for any business or resolutions which may be introduced from the floor by any member.

At the AGM, there shall be reports presented by the chair, treasurer, registrar and any other committees or boards as deemed necessary by the Council. A financial statement of the College is presented at the AGM. A written annual report is pre-circulated to the membership at least ten days in advance of the meeting.

A quorum for the AGM is 5% of the membership who are entitled to vote, as set out in the Regulations. Mail ballots may be counted to reach a quorum only on those issues for which mail ballots have been received.

LEGISLATIVE REFERENCE:

By-Laws, Article IV: Meetings