

Annual General Meeting (A.G.M.)

What is an A.G.M.?

An Annual General Meeting is held once a year and enables the Executive or the Board of Directors to report to the membership on the group's activities within the last year and to hear from the general membership of the organization.

Frequently A.G.M.'s are handled awkwardly and with some uncertainty as to procedures. The confusion tends to detract from the importance of the meeting. The guidelines in this document will help your group to run an efficient and professional meeting.

Is an election of a Board of Directors always included in an A.G.M.?

Unless the constitution, bylaws or letters patent (if applicable) state otherwise, the election of directors shall take place yearly. All directors are deemed to have retired after one year of service. However, if they are qualified, they can be eligible for re-election. If an election of directors is not held at the scheduled time, the directors continue in office until their successors are elected. The constitution, successors are elected. The constitution, bylaws or letter patent may require the election of directors in rotation. If so, no director should be elected for a term of more than five years and at least three directors should retire in each year.

What about the election of officers?

Officers (President, Vice President, Secretary, and Treasurer) can be elected in two ways as required by the constitution or bylaws:

1. The Board of Directors may elect the officers from among themselves; or
2. The officers may be elected directly at the A.G.M.

What can be achieved from the information aspect of an A.G.M.?

As shown, the A.G.M. has a formal side required to conduct official business but its informal side should not be ignored.

A review of the organization's commitment to its mission can direct its focus to the original purpose of the group. New and old members can benefit from the emphasis allocated to the initial purposes and aims. This focal point will enable the group to determine if they are off or on fine with their viewpoints. A review of the past year gives the membership a feeling of accomplishment which will promote their involvement for the next year's work.

Other subjects that will add variety to the A.G.M. and may appear on the agenda include:

- New business
- Awards ceremony
- Guest speakers
- Social period
- Special presentation
- Debates