



## ANNUAL GENERAL MEETING

The Association shall hold a General Meeting of the membership at a date and location chosen by the Executive Committee for the purpose of electing officers, receiving reports of officers and committee and for any other business that may arise.

- place and date of this meeting may be delegated by the executive to others, for example, a regional committee or the education committee
- A quorum is 25 voting members or 10% of voting members which ever is greater
- Voting shall be by a show of hands

### **Preparation for the AGM and Conference by the Provincial Executive (President)** (Any or all may be delegated)

1. Confirm the hosting Region and a conference chairperson. **Executive**
2. Appoint an Executive member as the liaison person to Conference Planning committee. **President**
3. Prepare the AGM minutes and distribute to Executive. **Secretary**
4. Reading of the books and prepare the annual budget for presentation. **Treasurer**
5. Decision regarding fee to be recommended for the incoming year. **Treasurer**
6. Preparation for the elections: **Nominating Committee**
  - Call for nominations prior to AGM
  - Purchase of supplies for voting
7. Publication of notice of meeting in Newsletter 60 days in advance of AGM. **Secretary**
8. Review minutes for agenda items. **President**
9. Canvass Executive for agenda items. **President**
10. Review correspondences for agenda items. **President**

11. Prepares agenda and arranges publication in the AGM booklet to be distributed to all members at the Conference **President**
- Also in the AGM booklet are the following:
- Rules of procedures for AGM of the NSGNA
  - Parliamentary Points
  - Minutes from last AGM
  - Reports from:
    - President
    - Vice-president
    - Scholarship Committee
    - Publicity Committee
    - Membership Committee
    - Regional Representatives
    - Treasurer's Report
- Any other documentation deemed to be pertinent for Member view.
12. Arrange for Parliamentarian if deemed necessary. **President**
13. Arrange for: **President**
- Scrutineers
  - Ballots
  - Tables outside meeting rooms for taking fees
  - Assistants for treasurer/membership person in signing up individuals.
14. Assist in arranging Executive members to introduce guest speakers. **President**
15. Print motions and give to secretary and parliamentarian. **President**
16. Arrange for election of Nominating Committee (3 members) before closing of AGM. **President**