



## ANNUAL GENERAL MEETING

North Delta Minor Hockey Association's Annual General Meetings are very important. It is at these meetings that the most significant decisions are made about the direction the Association will take and the issues that will receive attention. Any member in good standing who wishes to have a say in the affairs of the Association must attend and participate in Association meetings.

### 1. Notice

Notice shall be provided to the membership in accordance with the By-Laws.

Motions must be submitted to the secretary in writing no later than 7 days prior to the meeting. No motions will be accepted from the floor.

### 2. Quorum

A quorum at an Annual General Meeting or a general meeting shall consist of 30 eligible members in accordance with the By-Laws.

### 3. Chairperson

Chairperson is the President or 1<sup>st</sup> Vice president or 2<sup>nd</sup> Vice President of the Association or in the absence of either, a member of the Executive Committee. If the Directors are unwilling to act as Chairperson, the members present shall choose one of their numbers to be Chairperson.

### 4. Agenda

Normally, for an Annual General Meeting the agenda consists of the following:

- a) Reception of Credentials
- b) Quorum established
- c) Appointment of Scrutineers
- d) Adoption of previous Minutes
- e) President's Report
- f) Treasurer's Report
- g) Appointment of or Waiver of Auditor
- h) Directors' Reports
- i) Election of Directors
- j) Other Business – if applicable
- k) Questions
- l) Adjournment

\*\*The order of the agenda may be changed to meet the needs and expectations of those attending the meeting.



## 5. Reports

Reports are usually given by the Officer most directly involved with the matter.

The Treasurer's report is given a special position on the agenda since the financial position of the Association often has a bearing on many of the discussions that take place on other matters. The Treasurer will present two sections of the report: The current financial status of the Association and a budget for the upcoming season. The two sections of the report require separate motions.

The President's and Directors' Reports end with a motion to "Accept" the reports. This motion is taken as formal approval of the Reports; in short, the membership is satisfied that the Reports are accurate, complete, and that the members understand their content. This does not necessarily mean that the membership accepts the situation described in the report, but means that the members "accept" the accuracy of the Report.

Reports may also include recommendations for action. For example, the Treasurer may recommend that in order to get out of financial difficulties the Association should increase registration fees. This recommendation would take the form of a motion.

## 6. Motions

Motions are used to focus the discussion of the Association to ensure that matters are dealt with in a logical way and that the meeting stays on track.

Notice of Motions under Other Business must be presented in writing and received by the Secretary no later than 7 days prior to the AGM. Motions will not be accepted from the floor under New Business.