



3.04 Members Meetings

Approved: 2017-11-21

Latest Revision Date: 2018-03-08

Review required: 2022

Intent

To set agenda and procedures for the annual meeting of members and for special meetings of members.

Policy and Procedures

An annual meeting of members (AMM) is held in the Spring of each year. Notice of the time and place is sent to members not less than 15 days nor more than 90 days prior to the meeting. An agenda prepared by the President and Secretary (see [form 10.08](#)), minutes of the previous meeting, the audited financial statements for the previous year ([form 10.16](#)), Directors reports ([form 10.10](#)), and all proposed resolutions and bylaws amendments to be considered at the meeting are provided to members with the notice of the AMM. Financial statements, election of directors and all business regularly transacted at a meeting of members are not considered to be special business. Quorum at a meeting of members is 20 members.

Any member may submit notice of any matter they plan to raise at the next meeting and notice is distributed with the notice of the next meeting of members.

Other than notices distributed with the notice of meeting, proposed resolutions and bylaw amendments are submitted from the floor of the meeting in the following form:

"I move that the Board of Directors consider

and respond before or at the next annual meeting of members."

Each motion from the floor of the meeting requires a seconder and a successful vote of members present for the Board to take any action. Copies of the suggested form of a Member's Motion at a Meeting of Members ([form 10.09](#)) are available for member's use during the meeting. The member must submit this form to the SBOA Secretary after presenting the motion.

Voting members must attend in person to register their votes. Proxy voting is not permitted. Voting is by a show of hands except where a ballot is demanded by members either before or after a show of hands. Majority is a simple majority. All members meetings are governed by the latest revised edition of Roberts Rules of Order unless otherwise noted.

Minutes of the AMM and an action register are prepared by the Secretary, reviewed by the President, and made available to all members for approval at the next members meeting. If the Secretary is unable to attend the meeting, the Past President or another Director will prepare the minutes and action register.

The Directors may call a special meeting of members at any time, and shall call a meeting of members after receiving a requisition from members as described in *The Non-profit Corporations Act, 1995*. No special business may be transacted at a meeting of members unless the notice of meeting is accompanied by a statement of the special business in sufficient detail to permit members to form a reasoned judgment thereon.

Application

All SBOA members.

Notes

Based on information from [SBOA Bylaws](#) Sections 5, 11(4), *The Non-profit Corporations Act, 1995* Section 127.