



MOTION SUBMISSION GUIDE

The Annual General Meeting (AGM) is an opportunity for registrants to hear from Council and senior staff on the association's strategic progress, key initiatives, and financial standing. It also provides an opportunity for registrants to participate in self-regulation by bringing forward motions for the consideration of Council.

To submit a motion for the AGM, you'll need to provide the full text of your motion, along with some basic information about how it aligns with the association's Strategic Plan and the motion's importance. Your motion will be reviewed by a governance subcommittee to ensure it is in order for consideration at the AGM.

To be considered at the meeting, motions must be submitted by **5 PM on September 18, 2020**.

To propose a motion, you must:

- be a registrant in good standing (Engineers and Geoscientists BC registered P.Eng. or P.Geo., or licensee Eng.L. or Geo.L.);
- have a seconder for your motion who is a registrant in good standing (Engineers and Geoscientists BC registered P.Eng. or P.Geo., or licensee Eng.L. or Geo.L.); and
- be in attendance at the AGM, along with your seconder.

Please note that all registrant motions are advisory to Council.

SUBMISSION PROCESS

MOTION SUBMISSION DEADLINE - 5:00 PM ON SEPTEMBER 18

To propose a motion, complete the Proposed Motion Form and address it to Jacqueline Arnouse, Executive Administrative Assistant, by **5:00 PM on September 18**.

Once your motion has been received:

1. We'll contact you to confirm receipt, and to address any questions we may have about your motion.
2. Your motion will be reviewed by a governance subcommittee (the President, the Parliamentarian, and the Chair or a member of the Governance Committee) to ensure it is in order for consideration at the AGM. If any adjustments are needed, we will contact you.
3. As the mover, you will be provided with an opportunity to pre-record a brief (2 minute maximum) introduction to your motion. The recording will be played at the AGM.

4. Your motion will be published on the Engineers and Geoscientists BC website and sent by email to all registrants.

PRESENTING YOUR MOTION

ON OCTOBER 17

The mover and seconder must be in attendance when the motion is considered.

The AGM will take place in a virtually format on Saturday, October 17, from 8:30 AM to 12:00 PM. For more information, visit egbc.ca/agm.

Registrant motions will be presented in the order they are received. Registrants in attendance may then discuss and debate the motion by submitting questions or comments online, after which, an electronic vote will be taken.

COUNCIL REVIEW PROCESS

If registrants approve a motion, it then moves forward to Council for their consideration following the AGM.

When assessing motions, Council considers a number of factors, including: the clarity of the motion; the complexity of the motion's scope; resource availability and cost; how the motion fits into the association's legislative mandate, strategic plan, operational priorities, and approval authority; how the motion fits into the association's ongoing functions; the cost and benefit of acting on the motion; and whether acting on the motion will expose the association to unacceptable risk.

Once this assessment has taken place, the mover and seconder will be advised of Council's assessment of the motion and the anticipated next steps.

HOW TO CONTACT THE ASSOCIATION

Besides submitting a motion at the AGM, we have a number of other ways for you to make your voice heard.

CONTACT US

We welcome your comments and questions at any time.

President

Engineers and Geoscientists BC's president can be reached at president@egbc.ca.

Staff and Leadership Team

Contact the office at info@egbc.ca or at 604.430.8035 (toll free 1.888.430.8035). Your inquiry will be forwarded to the appropriate staff member.

PRESENTATION TO COUNCIL

Council has established a policy that enables guests to present issues of importance to them at Council meetings. You can find a schedule of upcoming Council meetings, the policy for guests appearing before Council, and a request form on our website: <https://www.egbc.ca/About/Our-Team/Council/Council-Schedule-and-Agendas>.