



# POLICY

POLICY	Annual Meeting
NUMBER OF POLICY	CO-11-141
DATE OF POLICY	September 9, 2011
APPROVED BY	Council

## PURPOSE AND SCOPE

1.1 Record policy on Annual Conference and Annual General Meetings.

## REFERENCES

2.1 Engineers and Geoscientists Act, Section 12, Bylaw 2.

## RESPONSIBILITY

3.1 Chief Operating Officer

## VOTING BY LETTER BALLOT AT THE INAUGURAL COUNCIL MEETING

4.1 Format

4.1.1 The Annual General Meeting will be held in conjunction with the Annual Conference, Branch Representatives Fall meeting, Presidents Awards Gala, and Volunteer Recognition Luncheon.

4.1.2 The Annual General Meeting will include recognition of deceased members, questions on the Annual Report, presentation and approval of the Audited Financial Statements and appointment of the following year's auditors, President's Report, Chief Executive Officer & Registrar's Report, announcement of election and bylaw results, induction of the new President, and member motions.

4.1.3 Council may broadcast the Annual General Meeting or other general meetings of the members via the web, closed circuit TV or other media it considers appropriate

- 4.1.4 Members viewing a broadcasted general meeting shall be included when establishing quorum so long as the members can participate in real time in the voting and can put forward motions.
  - 4.1.5 Motions passed at the Annual General Meeting will be taken under consideration by Council but are not binding upon Council.
  - 4.1.6 The Annual Conference will include a minimum of two professional development days with a minimum of four streams in different disciplines per day, as well as a tradeshow.
- 4.2 Location
- 4.2.1 The Annual General Meeting will be rotated yearly in order through Victoria, the Okanagan, and Whistler.
- 4.3 Balloting
- 4.3.1 Council shall determine the method(s) of balloting.
    - 4.3.1.1 Members attending in person at the location of the meeting or attending a telecast of the meeting shall vote by a show of hands.
    - 4.3.1.2 Members attending the meeting by webcast shall vote by electronic means that meets the criteria in the Elections Policy for electronic voting security.
    - 4.3.1.3 If there is a demand for a ballot at the meeting in accordance with Bylaw 2, paper ballots will be distributed to the members present at the meeting and voting will be conducted and votes will be counted at the meeting.
    - 4.3.1.4 If Council desires, or 25 members demand in writing, a vote of the membership by ballot, voting will be done electronically only and in accordance with the provisions in Council's Elections Policy.
- 4.4 Event Subsidies
- 4.4.1 Event Subsidy and approved travel expenses are in accordance with the Annual Meeting Subsidies and Travel Expenses Policies as amended from time to time.
  - 4.4.2 Travel, meals, and accommodation will be paid in accordance with meeting attendance.
  - 4.4.3 Expenses associated with the production of the Annual Conference and Annual General Meeting will be approved at the discretion of the Association Director, Members Services in accordance with the annual budget.
- 4.5 Approval
- 4.5.1 Selection of venue and hotels and details of events for the Annual General Meeting are at the discretion of the Associate Director, Member Services. Only the budget and program format require Council Approval.
- 5.1 Reports
- Approved motions or summaries and proceedings will be reported promptly in *Innovation Magazine*.

## REVIEW DATES

June 23, 2006 (CO-06-74) – Approved by Council

May 11, 2007 (CO-07-52-1) – Revised and Approved by Council

September 12, 2008 (Co-08-103) – Revised and Approved by Council

March 13, 2009 (CO-09-40) – Revised and Approved by Council

September 9, 2011 (CO-11-141) – Revised and Approved by Council