



# MOTION SUBMISSION GUIDE

The Annual General Meeting (AGM) is an opportunity for registrants to hear from the Board and senior staff on the organization's strategic progress, key initiatives, and financial standing. It also provides an opportunity for registrants to bring forward motions for the consideration of the Board.

To submit a motion for the AGM, you'll need to provide the full text of your motion, supported by information about how it aligns with the Engineers and Geoscientists BC's Strategic Plan and the motion's importance. Your motion will be reviewed 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 Saturday, September 14, 2024.**

To propose a motion, you must:

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

Please note that all registrant motions are advisory to the Board.

## SUBMISSION PROCESS

### MOTION SUBMISSION DEADLINE - 5:00 PM ON SEPTEMBER 14

To propose a motion, complete the Proposed Motion Form and send it to [agm@egbc.ca](mailto:agm@egbc.ca) by **5:00 PM on Saturday, September 14, 2024.**

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 the Chief Executive Officer 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 present a brief (2 minutes or less) introduction to your motion.
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 16

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

The AGM will take place in a hybrid format on Wednesday, October 16, from 2:00 PM – 5:30 PM. For more information, visit [egbc.ca/agm](http://egbc.ca/agm).

Registrant motions will be presented in the order they are received. Registrants in attendance may then discuss and debate the motion in-person or online, after which, a vote will be taken.

## BOARD REVIEW PROCESS

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

When assessing motions, the Board 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 our legislative mandate, strategic plan, operational priorities, and approval authority; how the motion fits into the organization's ongoing functions; the cost and benefit of acting on the motion; and whether acting on the motion will expose the organization to unacceptable risk.

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

## HOW TO CONTACT THE ORGANIZATION

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. Contact the office at [info@egbc.ca](mailto: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 THE BOARD

The Board has established a policy that enables guests to present issues of importance to them at Board meetings. You can find a schedule of upcoming Board meetings, the policy for guests appearing before the Board, and a request form on our website: [Board Schedules and Agendas \(egbc.ca\)](http://egbc.ca)