



# MOTION SUBMISSION GUIDE

The Annual General Meeting (AGM) is an opportunity for members to hear from Council and senior staff on the association's strategic progress, key initiatives, and financial standing. It also provides an opportunity for members 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.

If you submit your motion at least 30 days in advance (by **September 20**), you'll also benefit from it being published to members ahead of the meeting, in order to support informed debate on the issue you are raising.

To propose a motion, you must:

- Be a professional member (P.Eng. or P.Geo.) or licensee (Eng.L. or Geo.L.);
- Have a seconder for your motion who is a professional member (P.Eng. or P.Geo.) or licensee (Eng.L. or Geo.L); and
- Be present in person at the AGM to introduce the motion, along with your seconder.

Please note that all member motions are advisory to Council.

## SUBMISSION PROCESS

### ADVANCE SUBMISSION – BY 5:00 PM ON SEPTEMBER 20

To propose a motion, complete the Proposed Motion Form and submit it to Tracy Richards, Executive Administrative Assistant, by **5:00 PM on September 20**. (Please see the section below for information on submitting motions after September 20)

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, Chair of the Governance Committee, and one member of Council selected by the Chair of Governance) to ensure it is in order for consideration at the AGM. If any adjustments are needed, we will contact you.
3. Your motion will be published on the Engineers and Geoscientists BC website and sent by email to all members.

## SUBMISSION AFTER SEPTEMBER 20

If you've missed the September 20 deadline, you can still submit a motion from the floor at the AGM. All motions must be received prior to the deadline approved by the assembly (usually 10:00 AM on the day of the AGM).

To submit your motion at the AGM:

- Complete the Proposed Motion Form and bring a hard copy with you to the AGM.
- Give your form to one of the Engineers and Geoscientists BC staff at the AGM registration desk before the deadline approved by the assembly. The deadline is approved as part of the Meeting Rules.

## PRESENTING YOUR MOTION

### ON OCTOBER 20

**The mover and seconder must both be present at the AGM to introduce the motion.**

The AGM takes place Saturday, October 20, from 8:30 AM to 12:30 PM, at the Vancouver Conference Centre - East. For more information, visit [egbc.ca/agm](http://egbc.ca/agm).

Member motions are presented in the order they were received. Each motion is displayed for the assembly, and the mover will be asked to speak to their motion (3 minutes maximum). Members in attendance may then discuss and debate the motion, and will vote by a show of hands.

## COUNCIL REVIEW PROCESS

If members 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](mailto:president@egbc.ca).

### **Staff and Leadership Team**

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 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>.