

	Title	Annual General Meeting
	Policy #	Administration – 3.2
	Draft Date	December 1, 2019
	Approved Date	March 31, 2020
	Revised Date	April 24, 2024
	Owned By	Executive Committee

1.0 OVERVIEW

This policy will provide additional guidelines regarding the Annual General Meeting (AGM), in addition to the information in the AMHA Bylaws.

2.0 POLICY

- 2.1 A list of all board positions will be posted with the AGM notice, a minimum of 21 days prior to the AGM. Nominations will be taken through an online form accessible on the AMHA website. Nominations will not be accepted at the AGM. As per the AMHA Bylaw 9.1(c) nominations will close 7 days before the scheduled AGM. When possible, nominations may be shared earlier with the membership through emails, the website and/or social media, as decided annually by the current Executive Committee.
- 2.2 Questions will be submitted prior to the AGM, through an online form. The questions and answers will be presented at the AGM. In the interest of time, there will be no open question period at the AGM. As per AMHA Bylaw 9.1(c) questions will close 7 days before the scheduled AGM. When possible, questions may be shared earlier with the membership through emails, the website and/or social media, as decided annually by the current Executive Committee.
- 2.3 An interim budget will be presented at the AGM.
- 2.4 As per the AMHA Bylaws. Board positions will be elected or appointed annually. If a person gets appointed to any board position midterm by a majority vote of the Executive Committee, they will assume the position until the next AGM as per Bylaw 4(c).
- 2.5 If a person gets nominated to more than one position on the board, they will have to decide which position they want to run for based on the order of the elections from the AMHA Bylaws 9.1(h). If they choose to let their name stand for a vote that happens first and they are elected, then during the election meeting when it gets to the second nomination, they would have to remove their name from the nomination. If they did

not win the first position by vote or acclamation then they could let their name stand for the second position vote, etc.

If a member is not present to choose which office they want to serve, the members will vote on the first position and if they win they will remove them from the second vote.

- 2.6 The new Board positions will be effective immediately upon completion of the AGM.
- 2.7 If at the end of the elections there are still vacant positions the Executive Committee will attempt to find members to fill those roles, in accordance with Bylaw 4(e). In the event that they can't find a person who is not already on the board to fill the vacancy they may ask a current board member to fill a second position.
- 2.8 It is also recommended that our current Executive Committee and Board Members do not hold Coaching or Managing roles as to remove any perception of bias or conflict of interest as per our Code of Conduct and Conflict of Interest.