

THE ANNUAL GENERAL MEETING (AGM)

BEST PRACTICES FOR A SMOOTH AGM



Regional Development Network
Réseau de Développement Régional

Resource developed by:

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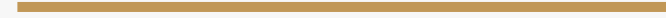
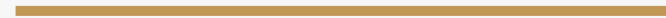
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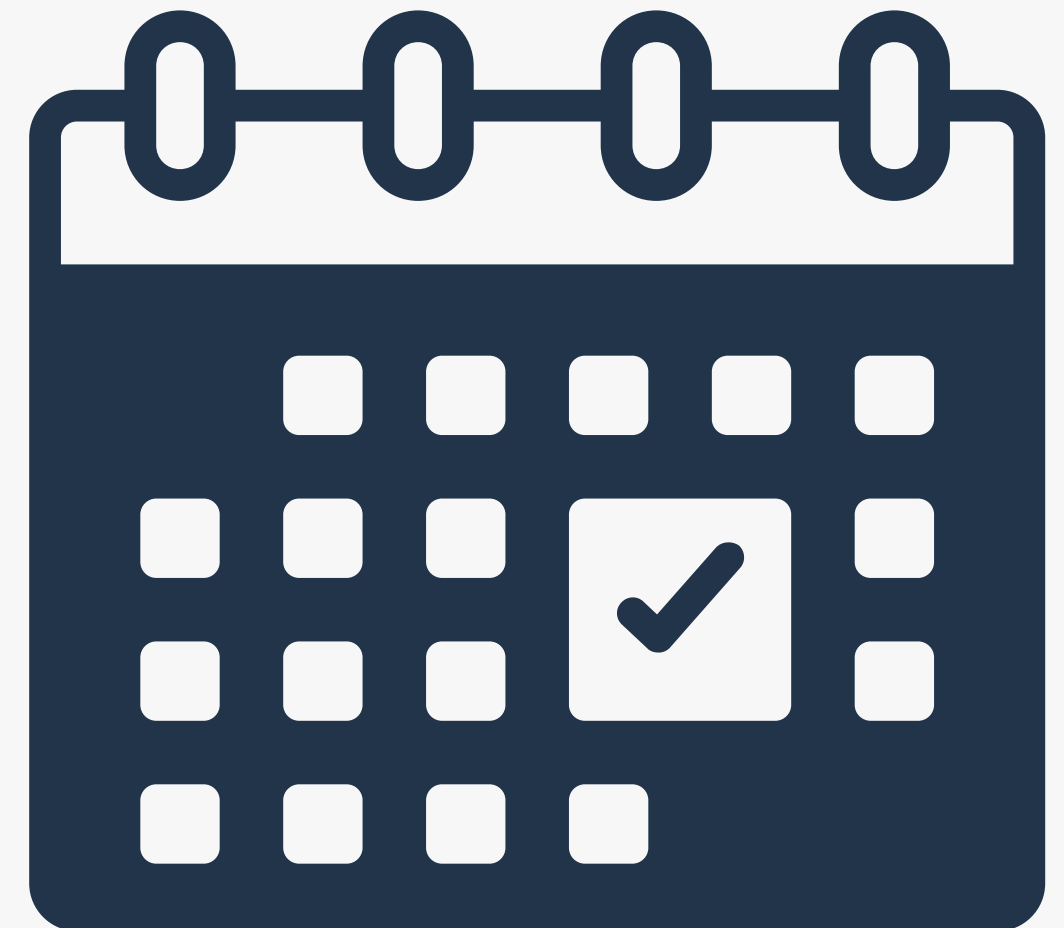
INTRODUCTION



Following the legal framework ensures decisions are valid.

AGMs are about transparency, accountability, and member participation in key decisions.

Organizations operating in Québec are looking to comply with its legal framework for nonprofits during their AGM.



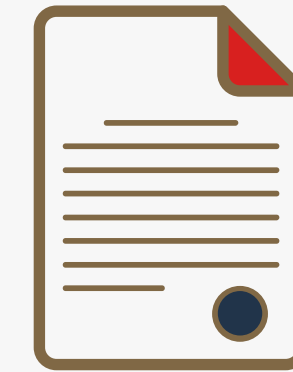


**IMPORTANT
INFORMATION**

Sometimes an organization also has obligations related to federal non-profit legislation—be sure to look into this and comply with any applicable rules and regulations.

LEGAL OBLIGATIONS

Key elements to remember:



- It's an **annual obligation**.
 - Organizations must hold an AGM each year to update members on finances and governance.
- There must be a **notice period**.
 - You must notify members about the AGM at least 10 days in advance, or the number of days specified in your organization's by-laws if it's longer.
- The meeting needs to have **quorum**.
 - A minimum number of members (quorum) must be present for decisions to be valid.
- The meeting requires specific **documents**.
 - Financial statements and the annual activity report must be presented.
- This is when **board members are elected**.
 - Board member elections, if needed, must follow the procedures that are specified in your organization's by-laws.

TYPICAL AGENDA ITEMS

An AGM agenda usually includes key items

- Some organizations include a **President's report**, where the President addresses the membership and says a few words about the organization's activities and accomplishments over the past year.
- It's also not uncommon for an agenda to include an **Executive Director's report** where the ED takes the opportunity to address the membership and say a few words about the organization's activities and accomplishments over the past year.
- You **can** also **present other documents** at your AGM such as your organization's strategic plan or its by-laws if they are up for revision/modification.
- Board **committees** may also present **reports** at your AGM such as your organization's nomination committee.

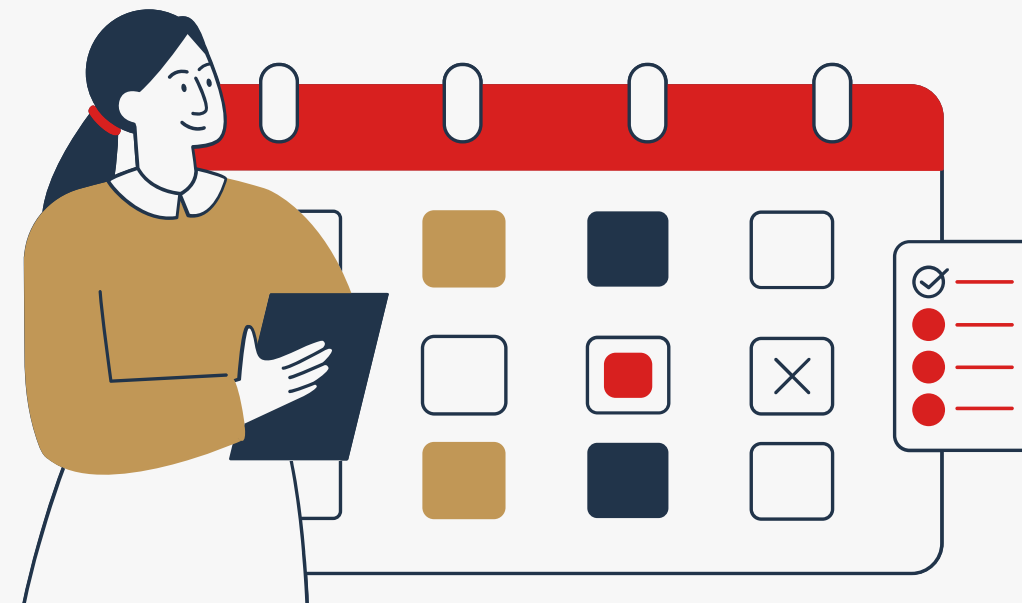
Annual General Meeting Agenda

1. Opening/call to order
2. Nomination of a Chairperson and secretary
3. Adoption of the agenda
4. Adoption of the minutes from the previous AGM
5. Presentation of the Annual Report
6. Presentation of the audited financial statements
7. Nomination of the auditor
8. Board of Director elections
9. Varia
10. Adjournment

WHO DOES WHAT?

Roles and responsibilities during an AGM

The chairperson, the secretary, the board, and the membership all have particular roles and responsibilities during the meeting.



Chairperson

- Manages the meeting.
- Sets up motions and resolutions.
- Handles questions or comments.
- Keeps track of time.

Secretary

- Records the minutes and documents decisions.
- Sometimes prepares and distributes materials.
- Takes attendance and verifies membership.

Board & Membership

- **Board** presents motions and recommendations for approval.
- **Membership** participates by voting on presented or recommended items.

BEFORE THE MEETING

By-laws, by-laws, by-laws!!!

By-laws are really important to check when planning an AGM because they spell out the rules for how things need to be done, like when to send notices, how many people are needed for quorum, and how voting works. They might also cover where and how the meeting should happen and what should be on the agenda. Following your by-laws keeps everything on track and makes sure the meeting is legal and decisions made during the meeting count.

Date

By-laws usually specify when the AGM is to be held.

Location

By-laws usually specify where the AGM is to be held and if it can be held remotely or in a hybrid format.

Notice

By-laws usually specify who publishes the AGM notice, when and where it must be published, and what it needs to include.

Documents

Ensure you have all the necessary documents for the AGM and send them to members on time, as is usually outlined in your by-laws.

DURING THE MEETING

Run the meeting, present reports, engage members

During an AGM, it's important to follow the agenda closely, ensuring that key reports—such as financial statements and activity updates—are presented clearly. Make sure quorum is met and voting procedures are followed according to the by-laws. Engage members by giving them time to ask questions and participate in discussions. Keep accurate minutes of all decisions and actions taken, and ensure the meeting stays on track to respect everyone's time.

Quorum

Confirm you have quorum before moving ahead with the meeting.

Agenda

Follow the agenda. Many organizations use *Robert's Rules of Order* as a guide for running the meeting.

Minutes

Keep an accurate record of all decisions, actions, and follow-up items discussed during the meeting.

Voting

Make sure you know who is eligible to vote and understand the voting process to ensure the meeting runs smoothly and decisions are valid.

AFTER THE MEETING

Tasks to complete following the meeting

Once the AGM is over, there are a few important tasks that should be handled right away. These include finalizing and approving the meeting minutes, filing required documents with funders, updating records for new board members or auditors, and following up on any decisions or action items. Taking care of these tasks on time helps ensure everything is properly documented and that the organization stays in good standing.

Share

Some organizations share a post-AGM summary or recap of key outcomes.

Minutes

Finalize the meeting minutes soon after the AGM to ensure accuracy, don't wait until next year!

Obligations

File required documents with funders and /or authorities, and update records for new board members or auditors.

Follow up

Follow up on any action items or decisions that were made during the meeting.



TOOLKIT RESOURCES

ONLINE RESOURCES

Educaloi

- [Information about AGMs](#)
- [Information about provincial and federal incorporation](#)
- [Information about by-laws](#)

Canada

- [Federal nonprofit legislation](#)

OnBoard (nonprofit resource)

- [Roberts-Rules-of-Order.pdf](#)

Chairperson:

- Manages the meeting
 - Sets up motions and resolutions
 - Takes questions and comments
 - Keeps track of time and follows the agenda
-

Secretary:

- Records the minutes and documents decisions.
 - Takes attendance and verifies membership.
 - Sometimes prepares and distributes meeting materials in advance.
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Board of Directors:

- Presents motions and recommendations for approval.
 - Sometimes presents committee and other reports.
 - Ensures membership has opportunity to participate.
 - Ensures by-laws are followed.
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Membership:

- Arrives prepared for the meeting.
 - Participates in the meeting by voting on motions or recommendations.
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In preparation of the meeting

- Review by-laws for details about:
 - The date.
 - The location and if the meeting can be remote or hybrid in format.
 - The notice
 - Notice period.
 - Who publishes the notice.
 - Where the notice must be published.
 - Timeframe for sending required documents to members beforehand.
 - Voting
 - Who can vote.
 - Voting procedures.
 - Tiebreaker.

During the meeting

- Verify quorum before proceeding with the meeting.
- Stick to the agenda and mind the time for each item.
- Keep an accurate record of all decisions, actions, and follow up items in the minutes.
- Make sure that the Chairperson knows who is eligible to vote and understands the voting process to ensure decisions are valid.

After the meeting

- Share a recap of key outcomes or meeting summary with members.
 - Newsletter
 - Newspaper article.
 - Social media post.
 - Finalize the minutes in a timely fashion; don't wait until next year.
 - File required documents and update necessary authorities as per provincial regulations and the organization's contractual obligations.
 - Follow up on any action items or decisions that made during the meeting.
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Annual General Meeting

Agenda

Date and Time

Location

-
1. Opening (some organizations use *Call to Order*)
 2. Nomination of a Chairperson and Secretary
 3. Adoption of the agenda
 4. Adoption of the minutes from [*date of the previous AGM*]
 5. Presentation of the Annual Report (some organizations use *Activity Report*)
 6. Presentation of the audited Financial Statements
 7. Nomination of the auditor for [*new fiscal year*]
 8. Board of Director elections
 9. Varia
 10. Adjournment
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