



POLICY

Policy Area: Governance	Subject: Meetings
Title of Policy: Annual General Meeting	Policy Number:1.3.2
Approved Date: August 11, 2020	
Effective Date: November 24, 2020	Revision Date:
<p>1. Rationale or background to policy:</p> <p>1.1. The CSBA Constitution/By-Laws Section 8 clearly articulates the expectations regarding meetings of the Association.</p> <p>1.2. Policy 1.3 states that the Board of Directors will approve additional procedures beyond those specified in Constitution/By-Laws Section 8 for meetings of the CSBA, including Committees/Work Teams, if required to improve the success of the meetings and advance the work of the CSBA.</p> <p>2. Policy Statement:</p> <p>2.1. Clearly articulated procedures for meetings of the CSBA will ensure that the work of CSBA is accomplished in an organized and timely manner so that the CSBA can achieve its goals.</p> <p>2.2. This policy specifies additional procedures for the Annual General Meeting .</p> <p>3. Procedure:</p> <p>3.1. An Annual General Meeting shall be held at least once every fiscal year, no more than fifteen (15) months after the date of the last annual general meeting.</p> <p>3.2. The Annual General Meeting of the CSBA shall be held at a time and place approved by the Board of Directors.</p> <p>3.3. Notice of such meeting shall be given to all Members, at least sixty (60) days prior to the opening date of the Annual General Meeting by posting on the CSBA website or other electronic means.</p> <p>3.4. The business of the Annual General Meeting shall include the Annual Report, the auditors' report on financial statements, presentation of the budget for the current year, amendments to the Constitution and induction of Life and/or Honorary Members.</p> <p>3.5. Attendance at the Annual General Meeting shall be by invitation of the Board of Directors.</p> <p>3.6. Voting shall be in accordance with policy 1.5 Voting</p> <p>3.7. A quorum for the Annual General Meeting shall consist of a majority of those member associations in Good Standing who are in attendance.</p>	