



LOCAL ANNUAL GENERAL MEETING (AGM) CHECKLIST

- Shall be held by December 31st of each year

Notice must include:

- Date, time, location
- Elections: positions, terms of positions, nomination deadline, polling times
- Bylaws: 14 days notice must be given for any proposed bylaw changes

Budget:

- Prepare draft in advance and enter draft budget into DMS
- Present and approve at meeting:
- If proposing a deficit, must make a motion that the deficit will come from past years reserves
 - If requesting a travel grant (see Funding 14), must make a motion requesting the grant and reflect it in the Local budget if approved
 - If budgeting for paying local executive officers at a rate of pay higher than the provincial amount in Funding 20, must make a motion to approve
- Upload minutes with approval and submit budget via DMS by January 31st at the latest to ensure continued local funding

Elections:

- Must be either in person OR using Election Buddy
- Only UNA local members attending the meeting are eligible to vote
- Election determined by who receives the most votes or by preferential ballot process
- See procedure 18.11/18.12 for direction if a tie vote occurs or if a technical issue prevents completion of an election during the meeting
- Nominations can be accepted until 7 days prior to the AGM or from the floor at the AGM, only in the absence of an official nomination

Bylaws:

NOTE: Bylaw changes require 14 days notice. If there is a proposal at the meeting to change the makeup of the local executive (eg. Combine or separate the secretary/treasurer), that change cannot happen without notice. Reach out to your District Representative or an Executive Officer for support as needed.

- See Procedure 18.11/18.12 if you are making changes to your Local Bylaws (this includes changes to the makeup of your Local Executive)

Before the Meeting:

- Gather nominations and ensure nominees are members
- Consider inviting your District Representative
- Prepare Agenda and share, along with minutes of the previous meeting
- Plan logistics (space, food, documents, etc.)

At the Meeting:

- Record names of attendees
- Take minutes
- Chair the meeting as per Robert's Rules of Order