# 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.

- [ ] Review Bylaws on a yearly basis.
- [ ] 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