Agricultural Societies
Preparing for Your Annual General Meeting (AGM)

■ Two to Three Months Prior

Financial information has been taken to the accountant for preparation of the financial statement (audit report or review engagement report only)

■ One to Two Months Prior

A committee has reviewed the bylaws and it has had AGI review them to ensure they are in accordance with the Act before your AGM if changes are being made

Date of AGM has been set and meeting location has been secured.

Any advertising that is to be placed in a newspaper or mailed out is prepared.

A financial budget has been prepared and approved by the directors for presentation at the AGM.

■ Less Than One Month Prior

Meeting notice has been provided to all members as required by your bylaws (timeframe and method varies by society). Public notice must be provided for your AGM within your community.

Notice is provided to members as to the deadline for agenda items.

The financial statement has been returned to the board and any errors or omissions have been clarified with the accountant.

■ One to Two Weeks Prior

The accountant financial statement, bylaw changes, minutes of last AGM and any other pertinent information has been copied for distribution.

The secretary should have a copy of all reports to be presented at the AGM. Copies of these reports will be attached to the minutes.

Treasurer has secured and prepared a receipt book for membership payments.

Executive has prepared the agenda as per the bylaws.

Reports and statements presented at the AGM should include the following and any other items required in the bylaws:

- Financial statements;
- Report on the implementation of the previous year's business plan;
- Minutes of the previous AGM, for the purpose of being adopted by the society; and
- For every committee of the society, a report of the committee respecting its activities during the past year.

■ **Day of the Meeting**

■ Treasurer arrives at least one hour prior to the meeting to process memberships.

■ Have members and guests sign-in upon arrival (proof of quorum must be provided with your annual return).

■ Confirmation of meeting quorum should be established at the beginning of the meeting.

■ Quorum for an AGM as required by the bylaws. If quorum cannot be met, the meeting should be postponed and rescheduled, to a later date as required by the bylaws.

No business should take place at a meeting without a quorum.

The accountant financial statement must be presented at this meeting for the approval of the membership.

Executive/Treasurer should come prepared to answer questions on the financial statement and present a budget.

Directors should come prepared to present reports and answer questions on their various responsibilities.

A copy of the **Bylaws**, ***Agricultural Societies Act*** of Alberta, and a meeting procedure handbook (e.g. Robert's Rules of Order) should be at the meeting for reference.