

General Information Regarding the BOABC Nelson AGM

The Bylaws require that the AGM be held within the 60 days of the end of the fiscal year, March 31st. The Notice of the AGM, the Motion to Amend Bylaw #7, 'Meeting of Members', and the Conference registration was sent by written email to the personal address of all BOABC members in February and placed on the www.boabc.org 'What's New' homepage for viewing. A quorum for an AGM is at least twenty-five regular members. This is the minimum number required.

The AGM presiding officer is the BOABC President who serves as Chairman. The Chair's responsibility is to keep order over the meeting and to designate who is to speak at any given time. The Parliamentarian assists the Chair. The Secretary provides a written record, or Minutes.

AGM Agenda documents, including the KPMG Financial Review Engagement Report for the fiscal year ending March 31st 2009 and the Minutes of the previous Kelowna AGM were placed on the BOABC web site prior to the AGM. All members were notified by personal email that the documents are available in the 'Spring 2009 Newsletter' found under "Latest Newsletter" on the homepage. AGM documents will be placed on a Bulletin Board at the AGM for viewing.

A 'simple majority' shall decide all questions arising at the AGM, unless otherwise specified in the Bylaws, or BOABC Act or Regulations. A majority vote is defined in Robert's Rules of Order *"as more than half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions. A Two-Thirds vote is required to suspend the rules, or to close, limit or extend the limits of debate. It is defined as at least two-thirds of the votes cast by persons legally qualified to vote."* For a BOABC Bylaw to be repealed or amended, as is proposed in the AGM Agenda Item 7.1, New Business, it does not take effect until it is approved by 75% of the eligible members who are present at the meeting and vote.

All BOABC Regular and Associate One Members, present at the AGM and who are in good standing shall be entitled to one vote.

The BOABC Past President is the Chair of the Nomination Committee and is required to present a full slate of candidates for Executive Committee Officers and Directors for the ensuing term, Item 8.4 in the Agenda. Candidates may be nominated from the floor. If nominated from the floor candidates should confirm, prior to election, to serve if elected, or provide in writing beforehand, if not present at the AGM, an indication that if elected they will serve.

Building Officials' Association of BC Executive Committee members should have the following qualifications: currently practicing as a building official, or has practiced for at least three out of the past five years, or manages practicing building officials; and is a member in good standing with the BOABC for at least two years.

The Executive Committee appoints the Registrar, or can add the duties to any Office or any official employed by the Association. The Executive Committee also appoints the Secretary and a Treasurer to hold office for the current fiscal year. Appointed persons who are not members may hold these positions. Appointments are made after the AGM when the Executive Committee meets to conduct business related to the Annual Conference, financial commitments and other activities that need to be considered. The Minister may also appoint up to four individuals to the BOABC Executive Committee who are not members of the Association.

BOABC Annual General Meeting - Nelson BC – May 5th, 2009

AGENDA*

1.0 Call to Order by President [Chairman]

2.0 Roll Call

- 2.1 Chairman Appoints a Parliamentarian**
- 2.2 Quorum Established**
- 2.3 Adoption of the Agenda**

3.0 Approval of Minutes of 2008 AGM

4.0 Business Arising from the Minutes

5.0 Reports

- 5.1 Zone Reports**
- 5.2 Committee Reports**
- 5.3 President Report**
- 5.4 Past President Report/Nominations Committee**
- 5.5 Treasurer Report- Financial “Review Engagement Report”**
- 5.6 Secretary Report**
- 5.7 Registrar Report**
- 5.8 Executive Director Report**
- 5.9 Other Committee Reports**

6.0 Unfinished Business

7.0 New Business

- 7.1 Motion – Bylaw 7 Amendment to extend the holding date of the AGM**
- 7.2 Executive Committee report on the proposed bylaw & discussion**
- 7.3 Vote on the Motion to amend the bylaw**

8.0 Election of Directors and Officers

- 8.1 Chairman Appoints a Member to run the election**
- 8.2 Chairman Appoints Tellers, Chairman of Tellers, if ballots are required**
- 8.3 Chairman of Tellers reports ballot results, if required**
- 8.4 Nominations Committee Report**
- 8.5 Election Results**

9.0 Adjournment

*** If the BOABC bylaws are silent on any matter of procedure, the current edition of Robert’s Rules of Order shall apply, Bylaw 7.5**