

SPARWOOD PUBLIC LIBRARY ASSOCIATION (SPLA) <b>STATEMENT of POLICIES</b>		Page:	<b>1 of 2</b>
Chapter:	<b>INFORMATION &amp; COMMUNICATIONS MANAGEMENT</b>	SP No.	<b>B.13</b>
Subject:	<b>Annual General Meeting</b>	Date Approved:	<b>April 15, 2024</b>
Issued by:	<b>Board Trustees</b>	Subject to Review:	<b>2026</b>
Replaces:		Dated:	

## POLICY

1. An Annual General Meeting (“AGM”) of the members of the association must be held every calendar year. Section 36 (1) of the BC Library Act states that elections to the library board must be held each January or as soon afterward as is convenient. This section provides guidance on the frequency of Annual General Meetings, as the elections to the library board occur at AGMs.
2. In accordance with Section 40 (1) of the BC Library Act, the directors of **SPLA** must provide a copy of the financial statements for inspection by the members of the **SPLA** at or before the annual general meeting.
3. The financial statements referred to above must be prepared in relation to the period:
  - a. Beginning immediately after the end of the preceding financial year, and
  - b. Ending not more than 6 months before the AGM at which the financial statements are to be presented.
4. Pre-AGM matters that the Board must attend to are:
  - a. Approve the financial statements proposed to be made available to members and presented at the AGM;
  - b. Authorize two directors to sign the financial statements as evidence of such approval;
  - c. Approve the annual report of the board to the members;
  - d. Set the date, time and place of the AGM and approve the form of notice to notify members.
5. Notice of the AGM must be made available to all members of **SPLA** not less than fourteen (14) days before the date of the AGM. This notification shall be disseminated through an advertisement in the local paper, social media platforms, and other suitable communication channels. The auditor, if any, must also receive a copy of the notice of the AGM.
6. A copy of the financial statements and a copy of the annual report of the board shall be posted on the **SPLA** website for review prior to the AGM. The website link shall be included in the notice of the AGM. If the financial statements are audited, then the auditor’s report must be attached.
7. Printed copies of the financial statements and annual report shall also be made available at the library prior to the AGM. Printed copies shall also be made available at the AGM.
8. An agenda for the meeting should be prepared which addresses the following:
  - a. Meeting call to order and welcoming remarks
  - b. Establishment of quorum (Quorum is deemed to be 5 members in good standing.)
  - c. Approval of previous AGM minutes
  - d. Reports
    - i. Report of the board;
    - ii. Report from Chief Librarian
  - e. Presentation of the financial statements:
  - f. Election of board trustees (See B.13, 10-12); and
  - g. Appointment of the auditors or accountants, if any.

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- h. New business
    - i. Special resolutions requiring membership approval.
    - ii. Other new business
  - i. Meeting adjournment
9. Minutes of the AGM must be prepared after the meeting and filed in the minute book, along with a copy of the financial statements.

### **Election of Board Trustees**

10. In cases where there is a slate of candidates whose names and backgrounds have been communicated to the membership in advance, the Chair should outline the process used for identifying and selecting the candidates and announce the list of proposed Board trustees and ask for a *“Motion to Accept”*, a seconder and a vote.
11. In cases where some Board trustee nominations are also accepted from the members at the Annual General Meeting (nominations from the floor) and where those candidates are present, the Chair shall confirm the candidate’s willingness to serve on the Board, announce all of the proposed Board trustees and ask for a *“Motion to Approve”*, a seconder and a vote.
12. If there are more candidates than Board positions, the Chair will call for a vote by secret ballot. The Secretary, Secretary-Treasurer or Treasurer will assume the role of elections officer. Ballots with the names of the candidates are provided to the membership. (Ballots to be created prior to the Annual General Meeting with blank spaces at the bottom to write in the names of candidates nominated from the floor.) Ballots to be deposited into a ballot box and taken to a separate location for counting. The elections officer to ensure that the number of ballots accepted equals the number of members present at the Annual General Meeting.

### **PURPOSE**

13. The purpose of this policy is to guide the Board in the planning, execution, and completion of **SPLA’s** AGM in accordance with the policy manual and the BC Library Act.

### **RESPONSIBILITY**

14. **SPLA** is transparent in its nominations and election of board trustees, annual reporting and financial reporting to its members and stakeholders.

### **PROCEDURES**

15. This policy shall be reviewed upon changes to the BC Library Act or every two years whichever comes first.

### **ATTACHMENTS**

- Form B10 - Template #1 – Pre-AGM Minutes of the Meeting of the Board Trustees of **SPLA**
- Form B10 - Template #2 - Notice of the Annual General Meeting of Members of **SPLA**
- Form B10 - Template #3 – Minutes of the Annual General Meeting of **SPLA**
- Form B10 - Template #4 – Minutes of the First Meeting of the Board Trustees of **SPLA**