
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.