

## Chapter administration: chapter Annual General Meeting (AGM)

*Chapter AGM should take place **within the first quarter** of the fiscal year*

### What happens at a chapter's AGM?

- Chairs' report of past year's activity
- Treasurer's report of past year's financials
- The audited financial statement for the preceding fiscal year is presented to members for approval.
- Chapter Executive Committee elections are held and the new Executive takes office.

---

***Chapters will hold an Annual General Meeting for their members within the first quarter of each year unless amended by local chapter by-law due to local issues.***

---

### What needs to be included in the AGM Agenda?

1. Chapter Business Meeting
  - Approval of minutes of last AGM
  - Chapter Chair's report
    - A brief qualitative and quantitative report on the previous year's chapter activities should be presented.
    - Pivot table of previous year's business plan should be presented ((pivot table has numbers attended as well as cost associated with each event)
    - The chair should be prepared to receive questions from the floor.
  - Treasurer's report
    - The audited Financial Statement for the preceding fiscal year shall be presented for membership approval.
    - Pivot table of previous year's business plan should be presented (pivot table has numbers attended as well as cost associated with each event)
    - The treasurer should be prepared to receive questions from the floor.
2. Election of the incoming executives
  - Nomination Committee Chair's report
  - Provide slate of candidates to be elected to the position of Executives
  - Incoming Chair's address
  - Introduction of new Executives
3. Other business
4. Additional Agenda items, such as the Certificate Presentation or a Special Speaker can be added after the official business of AGM.
5. Adjournment of AGM

### AGM Minutes and Executive Lists

*Within 10 days following the AGM, or the first meeting of the new executive, the Chapter Secretary needs to submit a copy of the minutes and the new Chapter Executive List to the Chapter Office.*

- An audited and approved copy of the previous year's financial statement
- A copy of the new Executives listing comprising:

- First Name
- Last Name
- Position
  - ( Executive, volunteer at large, sub-committee or Executive at large )
- P.Eng. / EIT number
- Contact Information
  - Preferred address
  - Home & Office Telephone number
  - E-mail address

Why do minutes need to be taken at the AGM?

- This is the official record of the meeting.
- The minutes can be sources of information for other chapters, and can allow the Chapter Office staff the opportunity to plan to attend scheduled chapter meetings or events.
- Meeting minutes may produce formal action undertaken by PEO Council.
  - If a Chapter Executive passes a motion requiring Council action, notice containing the motion should be given to the Senior Regional Councillor in order to bring the matter before the Regional Councillors Committee, who will then decide whether the matter should go to Council.

## Inviting PEO President/President-elect/Councillors to Chapter AGMs

*Along with the Regional Councillors, the current President, President-Elect and other elected and appointed Councillors can also visit and participate in chapter AGMs*

How should chapters invite the PEO President to their AGM?

- Send requests in writing c/o Executive Assistant to the CEO and President, PEO, at least six to eight weeks before the chapter event (earlier if possible).
- Her contact information is [bcaplan@peo.on.ca](mailto:bcaplan@peo.on.ca)
- The request will be handled directly by the Executive Assistant, who is responsible for all correspondence to members of Council.
- An official response to each request will be forwarded to the chapter by the Executive Assistant, or directly from the President or President-Elect.
- Do NOT circumvent this process. The executive assistant has the calendar of the president and she can determine if the president is really able to be there at your meeting – don't set yourself up for a disappointment.
- If for some reason the president cannot attend, the executive assistant will assist in finding an alternative for you.
- Only 10 regional councillors and the president (or designate) has the ability to expense to PEO. All costs incurred as a result of this invitation will be covered by the executive office (president) or the regional councillor on regional business budget.
- Please bill the president unless you intend on extending a complimentary ticket to him/her. Without proof of payment, PEO finance will not reimburse you.

How should chapters invite other PEO Councillors to their AGM?

- Requests should be made in writing, at least six to eight weeks before the event, directly to either the preferred mailing address of the Councillor with a copy to the Chapter Manager, or directly to the member of Council through PEO Headquarters.
- Contact information is [bcaplan@peo.on.ca](mailto:bcaplan@peo.on.ca) for the executive assistant.

## Inviting PEO Staff to Chapter AGMs

*Members of PEO senior staff are also available to attend chapter events as guests, speakers and/or other resourceful individual .*

How should chapters invite PEO staff to their AGM?

- Send your requests to the Chapter Manager or directly to the particular PEO staff member, in writing, at least six to eight weeks before the event.
- Details of the event, including who is invited to participate and what is expected of the invitees, should accompany the invitation.
- The Chapter Office will direct the request to the identified staff, or suggest an appropriate replacement.