A. Arrival and Registration

The International Baccalaureate Students from Britannia Secondary School will check the voting eligibility of Britannia members at the door. They will provide verified ballots to each eligible member. Should there be a bylaw change they will provide verified ballots for these as well.

The Agenda for the Annual General Meeting, biographies (brief) on those persons who have been nominated prior to the AGM and have agreed to stand, and copies of this year's Annual Report will be available at the door.

B. The Annual General Meeting Agenda

Introduction to the President of the Board   Executive
                                                                                                             Director

1.   Call to Order of the Annual General Meeting   President
      and Welcome

2.   The Agenda: Motion to Approve
      (Names of mover/seconder for the record; call for vote)

3.   The Notice of Meeting: Motion to Approve
      (names of mover/seconder; call for vote)

4.   Minutes of Last AGM: Motion to Approve
      (names of mover/seconder; call for vote)

5.   President's Report

5a. Motion to Approve
      (names of mover/seconder; call for vote)

6.   Executive Director's Report   Executive
                                                                                                             Director
6a. Motion to Approve   President
      (names of mover/seconder; call for vote)
7.   Treasurer's Report   Treasurer

7a. Motion to Adopt the current year audited statements
      (names of mover/seconder; call for vote)

7b. Motion to Appoint the auditor for the next year
      (names of mover/seconder; call for vote)

Annual General Meeting Process

7c. Motion to Approve the Treasurer's Report
(names of mover/seconder; call for vote)

Return the Chair to the President or if the President is standing for election to the Executive Director - who introduces the chair of the Board Development Committee who will run the elections (if the chair is standing for election, there will be someone else appointed).

Opening of Elections

8. Board Development Committee Report   (Vice President)
Refer the meeting to page ___ of the Annual Report
for the Board Development Committee Report

   *Acknowledge the students from the Britannia Secondary
   School International Baccalaureate Programme, who are
   assisting with registration, and with collecting, scrutineering,
   and counting the ballots.*

   Thank them and their teacher.

9. Call the nominations and elections procedures to order.
Declare the elections open and explain the procedures.

   *Announce that this year there are ? two year positions up
   for election (and -- one-year positions). And that the
   candidates receiving the greatest number of votes will be
   declared elected to the two-year terms. (And that the next ___
   candidates will be declared elected to the ___ one-year terms.)*

   *If relevant, announce that in keeping with Britannia's Bylaws,
   only ___ of these positions are open to candidates who reside
   outside of the Grandview-Woodland/Strathcona-Downtown
   Eastside area, so only ___ out-of-area candidates can be counted as being elected.*

10. Introduction of the candidates listed on the ballots, and call for
nominations from the floor.

   *Read the list of people who have been nominated prior to the meeting,
   and point out that a brief background note on each of them is in the
   Agenda package, and that their names are on the ballots distributed.*

   *Ask each of the candidates if they accept nomination, if yes, then invite
   each of the candidates to come forward. (If a candidate is not present,
   ask if they have appointed a representative to accept the nomination on
   their behalf or have previously accepted in writing.)*

Annual General Meeting Process

*Declare the meeting open for further nominations from the floor.
Remind the meeting that to be eligible for nomination a person must
be a member, and be at least 16 years of age. Also make it clear that
all nominations must be moved and seconded.*

Ask for nominations from the floor (X3)

If there are nominations ask each candidate, as they are nominated, whether they accept the nomination. Write the full name of each new nominee on the flip chart provided. Invite each new nominee to come forward and join the other candidates at the front. Check their bonafides (whether they are member, and 16 or over), as well as whether they live in area. (A staff member will have maps of both Grandview-Woodland and Strathcona to assist with this.)

Ask for a motion that nominations be closed. (names of mover/seconder; call for vote)

11. Candidates Speeches

*Announce that each candidate will give a short presentation not to exceed **two minutes**.
Ensure that the candidates' presentations respect the time limit as announced.*

After all of the candidates have made their presentations, ask for questions from the meeting, making it clear that each question may be addressed specifically to an individual candidate.

After the presentations, thank the candidates, and ask the members to cast their ballots, which will be collected by the IB students. Ask the students to collect the completed ballots.

Once all the ballots are collected, announce that the food (and any other activities) is ready, and invite people to enjoy. (NOTE: provisions should be made for the IB students to get their food first, so they can concentrate on counting the ballots.)

12. Food (and vote counting)

13. Election Results – announced by one of the Students. (Board Development Committee resumes the Chair)

Once the votes are counted, the results must be verified to ensure they conform to the number of ballots given out and to ensure the results to be announced are in keeping with the Bylaws (ie on residency).

Introduce the student who will be announcing the results of the election. Then thank the IB students and their teacher, congratulate the winners, and thank all candidates for running.

Ask for a motion to destroy the ballots. *(names of mover/seconder; call for vote)*

Invite the unsuccessful candidates to attend Board meetings , state that they could be asked to serve as potential appointees to fill vacancies arising in mid-year, and to consider becoming

involved in any of the Britannia committees.

Remind the new Board to convene in the Conference Room for a short meeting to elect officers.

14. Adjournment

Ask for a motion to adjourn the AGM of the Britannia Community Services Centre Society. (names of mover/seconder)