

#### Annual General Meeting:

This is done annually in April and is a separate meeting. Upon the close of the AGM the regular monthly board meeting will begin. AGM's are more formal and require motions for each individual report. The AGM minutes remain separate from the regular meeting minutes.

#### Agenda:

*No motion required* to approve the agenda. The agenda should include the following:

-Previous AGM minutes. *Requires a motion*. Only someone that was present at the previous AGM can move these as accepted followed by a vote.

- Chairpersons annual report: *Requires a motion to accept as information*. An overview of programs offered, activities, successes and things to work on going forward (should be completed by Chair with assistance for compiling information by the Library Manager)

-Year End Financial overview: *Requires a motion to accept as information*. Brief overview of financials, extraordinary purchases through the year (computers, furniture etc) and if there is budget items that need to be addressed specifically going into the new year.

- Plan of Service goal/comparison review: *Requires a motion to accept as information*. Plan of Service document to be updated with the previous year's data to be compared in order to make sure all goals are being pursued. This should include (but not limited to) the amount of participants in activities and age groups, what specific programming or events were offered, success rates, methods of promotion of activities and partnerships that were used. This information will be compiled and prepared by the library manager. Compilation of the information throughout the year is essential to complete this and is to be tracked by library staff in the manner the library manager deems fitting. This to be presented by the Library Manager.

-Bylaws: Bylaws (new or amended) *must be read and passed three times by your library board*. Normally, the three readings must be done over at least two board meetings, but you can hold all three readings at the same meeting if the board unanimously passes a motion to do so.

Format is as follows:

1. First reading - motion
2. Second Reading - motion
3. Unanimous Consent - motion
4. Third Reading - motion

Once your board has passed its bylaws three times, a copy must be sent to municipal council for presentation at a council meeting. If your council accepts the bylaws, they are now legal and enforceable by local law enforcement personnel.

#### - Election of officers:

Chair, vice chair, secretary, treasurer:

General practice - call for nominations, second call for nominations, confirmation of nomination made, vote

Vice Chair to call for nominees twice for the position of Chair. Nominees are asked if they will accept the nomination after the call is made twice. If more than 1 nominee then a secret vote to take place and the winner is announced. If only one nominee accepts the nomination then a vote to accept the nominee takes place.

The new chair will complete the remaining elections in the same fashion.

If there are people wanting to join the board at this point there should be a call of those who want to join. This requires a motion approving them sitting on the board and a letter composed to the municipality to approve their sitting status. This letter is then forwarded on for municipal council approval.

-Close of AGM: *no motion required*

The new chair will close the meeting.