

**SGCA
NOTICE OF AGM**

DATE: Monday, March 11, 2024
TIME: 6pm – 8pm
LOCATION: Silverdale Community Hall
8760 McLean St., Mission, BC

ADVANCE POLL: Saturday, March 9, 2024
TIME: 10am to 2pm
LOCATION: will announce once usage permission has been granted.

END OF NOMINATION ACCEPTANCE

DATE: Sunday, March 3, 2024
TIME: 5pm

END OF MEMBERSHIP ACCEPTANCE

DATE: Friday, March 8, 2024
TIME: 5pm

AGENDA

1. Call to order
2. Confirmation that a quorum of the membership is present.
3. Outgoing message from Registered Board of Directors
4. Financial Reports
 - *Income Statement*
 - *Balance Sheet*
5. Nominees message to membership.
6. Resignation of current Registered Board of Directors
7. Election of Directors
8. Adjournment by the Incoming Board of Directors

ELECTION PARTICULARS

• **MEMBERSHIP AND RIGHT TO VOTE:**

A member in good standing is defined as a resident of Stave Falls who has proven their residency in this community and has submitted a completed member application along with a five-dollar (\$5) member fee. Memberships are valid for the Society's calendar year.

**Application attached below.*

- To be eligible to vote at the March 11 AGM you must be a member in good standing with the SGCA and have submitted your member application by Friday March 8 at 5pm, one day prior to the advance poll.
- Completed applications can be submitted:
 - by email to: stavegardenscommassoc@gmail.com
 - in person: by contacting the Association directly at the above email.
- Five-dollar (\$5) membership fee can be paid by:
 - e-transfer to: **stavegardenscommassoc@gmail.com**
 - cash in person (*contact the association directly by email*)

- **NOMINATIONS:**
 - Nominees must meet standards of eligibility as identified by the BC Societies Act.*
 - *Nomination form attached
 - *Nominations can be submitted to stavegardenscommassoc@gmail.com

- The Society will accept open nominations from members in good standing up to 5pm on Sunday March 3, 2024, one week prior to advance polling.
- You must be a member in good standing to be nominated in the election of Directors for the Society
- You may self-nominate or nominate another member in good standing.
- Nominees are asked to provide a short statement to the community. The statement will be posted to the Stave Gardens Community Association Facebook Group and members and nominees can participate in Q & A.
- All members who are nominated and duly elected at the Society's AGM shall hold their seat until the date of the next AGM.

- **AGM MEETING/ELECTION PROCEEDINGS:**
 - At the completion of the election, the current Registered Board of Directors will make immediate arrangements to transfer all files and business of the Society to the incoming Board of Directors.*

- The outgoing Registered Board of Directors shall Chair and administer the election of Directors for the SGCA AGM on March 11, 2024.
- All proceedings on the date of the election as well as the advance poll shall be under the supervision of three (3) volunteer scrutineers who are not members of the Society and do

not reside in Stave Falls.

- Volunteers from a neighboring Community Association have agreed to take this on and we confirm for SGCA members that these volunteers have no affiliation, personally, socially, politically, or otherwise with any Board members of the SGCA.

- Each nominee will be given time to speak directly to members who attend the AGM. The time each nominee is allotted will be determined by the number of nominees running for a seat and that time will be disclosed once nominations are closed and we know how many members are running.
- Voting will be by ballot.
- Ballots for both the advance poll and AGM will be deposited in a clear plastic container that is sealed and signed by election scrutineers.
- Members may vote for up to seven (7) Directors.
- To cast your ballot at either poll your name must appear on the membership list, and you will need to show picture ID to prove residency in Stave Falls.
- Specific to the March 11, 2024, AGM and after your membership application and fee have been submitted, you may request confirmation of your membership status to ensure your right to vote.
- Votes gathered at the advance poll on March 9, 2024, will remain in a sealed deposit box together with the list of advance poll members until the AGM on March 11, 2024 and be unsealed and counted along with the votes from that night.
- Vote counting on March 11, 2024, will be completed by three (3) SGCA members who can volunteer on the date of the AGM. Vote results will be counted in full view of the Society's members who are in attendance and under the supervision of the Volunteer Scrutineers.
 - One member will record the vote results.
 - Two members will open vote slips and orally relay vote results to the recording member.
- If no member volunteers to count vote results, Directors from the outgoing Board may conduct the vote results count in the manner prescribed above.
- Vote results will be announced immediately, and all election data will be retained by the incoming board for post election review and confirmation of results. That post election review will be disclosed at the next meeting of members.
- Directors will form agreement among themselves for the determination of Executive positions and as required by BC Societies Registrar, provide disclosure of that information to them.
- The incoming Board of Directors will be required to submit the Society's completed annual filing as prescribed by the BC Societies Act.
- Contact information for Directors of the outgoing as well as incoming Board will be shared to facilitate the transfer of Society business to the incoming Board of Directors for the SGCA.

OTHER INFORMATION:

- We reserve the right to amend this information for the purpose of providing clarity. The intent and purpose of these guidelines will not be altered.
- In recognition of the extenuating circumstances leading up to the date of this announcement, the Registered Board of Directors is conducting this AGM for the sole purpose of electing the SGCA's next Board of Directors.
- Any member motions and requisitions will be adjourned to the next meeting of members as will be determined by the incoming Board of Directors.