



CHECKLIST OF SECRETARY TASKS IN LEAD UP TO AGM:

Task	Process	Timelines [edit as needed]	Completed
1. Preparation of Annual Report	<ul style="list-style-type: none"> Call for Management Committee reports for inclusion in Annual Report at meeting prior to AGM. 	Oct annually	
	<ul style="list-style-type: none"> Commence drafting Annual Report. 	Mid-Oct	
	<ul style="list-style-type: none"> Ensure Management Committee reports received for Annual Report at least 3 to 4 weeks prior to AGM. 	Early Nov	
	<ul style="list-style-type: none"> Forward copy of Annual Report to President for proof reading before uploading on website. 	Mid-Nov	
	<ul style="list-style-type: none"> Upload Annual Report on BDLGA website at RESOURCES / Constitutions, Annual Reports, Strategic Plan 1 to 2 weeks prior to AGM. 	Late Nov	
2. Electing Management Committee (section 5.2)	<ul style="list-style-type: none"> Secretary calls for nominations for Management Committee positions at least 28 days before General Meeting at which election is to be held. NOTE: Any two financial members of affiliated club may nominate another financial member of affiliated club (the candidate) to serve in Management Committee position. 	Early Nov	
	<ul style="list-style-type: none"> Nominations must be in writing, signed by candidate and people who nominated her, and given to Secretary at least 14 days before AGM at which election is to be held. 	Mid-Nov	
	<ul style="list-style-type: none"> List of candidates' names, in alphabetical order, with name of affiliated club nominating each candidate, must be open for inspection by members of Association for at least seven days immediately preceding AGM. Note: In event of multiple nominations for position on Management Committee, balloting lists may be prepared containing names of candidates, in order determined by lot. 	Late Nov	
	<ul style="list-style-type: none"> Management Committee must ensure that, before candidate elected as member of Management Committee, candidate advised whether or not Association has public liability insurance and if Association has public liability insurance, amount of insurance. 	TBC	
	<ul style="list-style-type: none"> Each Club delegate present, and entitled to vote, at AGM may vote for one candidate for each vacant position on Management Committee. NOTE: Any equality in voting is resolved as follows: <ul style="list-style-type: none"> If, at start of AGM, there are no candidates nominated for any position, nominations for that position may be taken from floor of meeting. If there is only one candidate for position, candidate is declared elected unopposed, if <u>approved</u> by majority of Club delegates present and voting. If candidate is <u>not approved</u>, nominations for position may be taken from floor of meeting. If there are two candidates and both candidates receive equal number of votes, voting is determined by lot. if there are three or more candidates and two or more candidates receive equal highest number of votes, <u>second vote</u> is conducted between only those 	AGM	

SHADE DASH POINTS RELEVANT TO AGM VOTING



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	<p>candidates who received equal highest number of votes.</p> <ul style="list-style-type: none"> - In event that, following second vote, two or more candidates receive equal highest number of votes, voting determined by lot. <p>Note: Person may be candidate only if they are 18 years of age or older and eligible to be elected as member under section 61A of <i>The Act</i>.</p>		
3. Calling of Annual General Meeting (modelled off Section 6.3)	<ul style="list-style-type: none"> • Written notice of meeting must be provided to each member of Association at least 14 days before date of meeting stating business to be conducted at meeting. 	Mid-Nov	
4. Appointing proxy (Section 6.8) CHECK UPON RECEIPT OF PROXIES	<ul style="list-style-type: none"> • Instrument appointing proxy must be in writing using BDLGA Proxy Form. 		initial circ >insert< f/u circ >insert<
	<ul style="list-style-type: none"> • Each instrument appointing proxy must be with Secretary no later than 48 hours before start of meeting, or adjourned meeting, at which person named in instrument proposes to vote. 	>insert<	
	<ul style="list-style-type: none"> • Proxy must be Association life or individual member. 		
	<ul style="list-style-type: none"> • Instrument appointing proxy is taken to confer authority to demand or join in demanding secret ballot. 	AGM	
	<ul style="list-style-type: none"> • Unless otherwise instructed by appointor, proxy may vote as proxy considers appropriate. 	AGM	
	<ul style="list-style-type: none"> • No person will hold more than one proxy. 	AGM	
5. Business to be conducted at AGM (Section 6.2) RERER TO AGM RUN SHEET	<ul style="list-style-type: none"> • Receiving Association's financial statement, and audit or verification report, for last reportable financial year. 	AGM	
	<ul style="list-style-type: none"> • Presenting financial statement and audit or verification report to meeting for adoption. 	AGM	
	<ul style="list-style-type: none"> • Electing members of Management Committee. 	AGM	
	<ul style="list-style-type: none"> • Appointing auditor, accountant or approved person for present financial year. 	AGM	
6. AGM Quorum (Section 6.4) RECORD N/A IN 'COMPLETE' COLUMN IF NOT RELEVANT TO AGM PROCEEDINGS	<ul style="list-style-type: none"> • Number of club delegates equal to more than 25% of number of affiliated clubs, as at close of last Management Committee meeting, form quorum. 	AGM	
	<ul style="list-style-type: none"> • No business may be conducted at meeting unless quorum of club delegates, when meeting proceeds to business. 	AGM	
	<ul style="list-style-type: none"> • If there is no quorum within 30 minutes after time fixed for meeting called, other than on request of members of Association, meeting is to be adjourned for at least seven days and Management Committee is to decide day, time and place of adjourned meeting. 	AGM	
	<ul style="list-style-type: none"> • Chairperson may, with consent of any meeting at which there is a quorum, and must if directed by meeting, 	AGM	



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	adjourn meeting from time to time and from place to place, noting only business left unfinished at meeting from which adjournment took place may be conducted at adjourned meeting.		
	<ul style="list-style-type: none">If a meeting is adjourned for at least 30 days, notice of adjourned meeting must be given in same way notice is given for original meeting.	AGM	