

Attachment 14**Lambton Outdoor Club****GUIDELINES FOR THE LOC ANNUAL GENERAL MEETING**

WHAT NEEDS TO BE DONE

WHEN IT NEEDS DOING

WHO IS TO DO IT

Things to do WELL BEFORE meeting (listed in order done)

1. At the spring LOC council meeting, council to decide on AGM date. This is important for the activities committee's, since you don't want any outings planned on the same day as the AGM.
2. The Social Chair should, for the May newsletter, have the date and the location of the AGM finalized. The next newsletter is in August and that's too late.
3. The Social Chair & President should decide on format of meeting, speaker etc, and start making arrangements. These arrangements should be in place for the August newsletter at the latest.
4. The President should, no later than the August newsletter and preferably in the May newsletter, have a posting of any proposed changes to the Bylaws.
5. At a late spring or early summer council meeting, the President reminds the Activities committees that they need to appoint or reappoint a chair for their committee.
6. During the summer, the Past President needs to activate the Nominating Committee. This can be a committee of one to develop a slate of officer nominations for president, vice president, secretary and treasurer for presentation at the AGM.
7. The President, with the approval of the other officers, will appoint the chairpersons of all other committees, except the chairs of the Activity committee's. Other committee's being the communication committee, newsletter, publicity etc. Where a chairperson is not found before AGM then appointments will be open to the membership at the AGM.
8. President to write up the Agenda. Follow usual order of business as shown by minutes of previous AGM's. It is up to the President if there will be the presentation of individual committee reports.

Things for the President to do SHORTLY before the meeting

1. Make sure Activity committees have their appointed chairpersons for new term.
2. Print up copies of AGM agenda, notices of bylaw changes, treasurers report etc.
3. Visit facilities where AGM is to be held, with Social Chair, and make sure all is in order, no surprises.
4. Have Social Chair decide on registration table arrangements, display boards, flip charts etc, who, what, when.
5. Make sure there will be a recording secretary at the AGM.
6. Make sure TD Canada Trust forms are at hand for signing by new President, Vice –President, Secretary & Treasurer.

Things for the President to do AT the meeting (AGM part)

1. Distribute agenda, reports etc.
2. Call meeting to order, and have secretary ready.
3. A quorum for this purpose is 10% of the paid membership.
4. Follow order of business as per AGM agenda.
5. Present Bylaw changes if any. Have someone to move that changes be adopted. Then discussion. Then voting. Usually little discussion and no amendments. A quorum for this purpose is 15% of the paid membership. A two thirds majority vote of those present is necessary to pass an amendment. Follow usual Roberts Rules of Order.
6. When all business is done then the Nominating committee presents slate of officers for election. Open nominations from the floor for the same positions (president, vice president, secretary, treasurer). Follow usual Roberts Rules of Order.

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7. Appointments (all other committees) announced and vacancies filled at AGM if possible.
8. Meeting opened to the floor for comments, suggestions, new business etc.

Suggested Format of Flip Charts for elections and appointments:-**ELECTED OFFICERS**

President - Name
 Vice President - Name
 Secretary - Name
 Treasurer - Name

APPOINTMENTS - CHAIRS

Canoe/Kayak - Name
 Cycling - Name
 Hiking - Name
 Winter Activities – Name
 Newsletter - Name
 Membership - Name
 Communications - Name
 Social - Name
 Publicity - Name
 Website - Name

COMMITTEE - VOLUNTEERS

Canoe/Kayak
 Cycling
 Hiking
 Winter Activities
 Newsletter Distribution
 -
 Communications
 Social
 -
 -
 Audit – Names (2 required)

9. Out going president passes the gavel to new president.
10. New President closes meeting.
11. Have new elected officers sign TD Canada Trust Forms for signing authority.
12. President to make sure Audit Committee knows what to do. Give them copy of Auditor's Guidelines.

Things to do AFTER the meeting.

1. Social Committee clean up crew moves in.
2. Secretary types up minutes and issues them prior to next LOC council meeting.

Revision Log

Revision No.	Date	Description / By
Revision No.1	May 1999	New issue by Tony Arnold, Veronica Kevan & Fern Noel
Revision No.2	Oct 2007	Revised & reformatted by Tony Arnold
Revision No.3	10 Oct 2010	Added RV & Tenting by Tony Arnold
Revision No.4	15 Oct 2012	Deleted RV/Tenting & XC Skiing. Added Winter Activities by Tony Arnold.