

Special General Meetings

The purpose of this policy is to clarify the bylaws around Special General Meetings and how they are conducted. Ref: BL 1.1i, 2.17, 2.18, 3, 4.11

1. When the Board calls a general meeting, they must give at least 14 days notice with agenda to be sent via email, and specify date, time, and location.
2. Meetings will be streamed online by written request to the secretary at least 48 hours prior to the meeting.
3. Quorum is 12 members
4. Voting will be done electronically, as for elections, thus proxy voting will be unnecessary.
5. If a member wishes to call a meeting they must follow the following process:
 - A) Submit in writing a request for meeting, including the purpose of the meeting. Any special resolutions for the meeting must be described in sufficient detail (up to 500 words) for the membership reading the notice for the special resolution to form an opinion. This request is to be signed by 15% of the membership. This must be delivered in writing to the secretary.
 - B) If the concerned members are uncertain if they have 15% representation, they may request total membership numbers from the Director at Large – Membership.
 - C) Upon receipt of the request, the Board shall schedule a general meeting no less than 60 days from receipt of the letter.
 - D) Special resolutions are passed with 2/3 approval of voting members for removal of members or directors, but 51% for all other motions.
6. Order of Business at a General Meeting:
 - A) Determine if quorum is met
 - B) Approve the Agenda
 - C) Approve the minutes of last general meeting
 - D) Deal with unfinished business of last meeting if applicable
 - E) Deal with Special Business as notice was given as above
 - F) Terminate the meeting