

Engineers Without Borders Canada
Annual General Meeting Policy

A. Purpose

The purpose of this document is to set a consistent standard for each Annual General Meeting (AGM) of Engineers Without Borders (EWB) Canada. Specifically, the policy provides guidelines related to desired communication with members, appropriate content for the Notice of Annual General Meeting, member education with respect to parliamentary procedure and bilingualism.

B. Notice

In addition to the requirements provided in Subsection 5.5 of EWB's Bylaw, the Corporation shall make reasonable efforts to ensure that the following documents are available to members at least eight (8) weeks prior to the date of the AGM:

- A Notice of AGM; and
- A package providing notice and information relating to the number of Directors to be elected at the AGM (as described in Subsection 6.2 (b) of EWB's Bylaw).

Furthermore, the Corporation shall make reasonable efforts should be made to provide the following information to members at least seven (7) days prior to the AGM:

- A list of Special Business to be transacted along with sufficient information to permit members to form a reasoned judgement on the decision to be taken;
- If available, voting recommendations by the Board of Directors on Special Business to be transacted; and
- A list of all candidates (including biographies, if available) who have submitted nominations for Director Elections.

The above documents should be made available to members through the myEWB system and may also be advertised through any other means deemed appropriate by the Corporation.

C. Notice of Annual General Meeting

At a minimum, the Notice of AGM should include the following elements:

- Official notice stating the date, time and location of the meeting;
- An agenda;
- A statement giving notice directing readers to the package providing notice and information relating to the number of Directors to be elected at the AGM;
- A list of Special business to be transacted for which information is available prior to the publication of the Notice of AGM;
- Procedures for making motions at or before the AGM;
- Forms and procedures relating to the appointment of a proxy; and
- Identification of the parliamentary procedure to be followed at the AGM.

D. Member Education

The Corporation will be responsible for producing and maintaining a document explaining appropriate parliamentary procedure for use at the AGM. This document should explain any rules relating to the AGM that are specific to EWB.

E. Bilingualism

The Corporation shall promote linguistic duality through the AGM by making all reasonable efforts to provide equal access to the proceedings and any relevant documents in both French and English. The following steps should be taken:

- Documents should be equally available in both French and English.
- Motions, questions or comments will be accepted equally in both French and English during the proceedings.
- Members are encouraged to use their preference of French or English.
- Simultaneous translation should be considered if one language is expected to be favoured during the spoken proceedings.