

8. Members' Meetings

8.1. Annual General Meeting

8.1.1. Calling

The Association shall hold an Annual General Meeting in each calendar year at such time and place as the Board shall determine. Normally the AGM will be held during the Annual Conference.

8.1.2. Business

At such AGM the business shall include the following:

- i. the report of the President
- ii. the report of the Secretary Treasurer and the report of the auditor
- iii. the appointment of the auditor
- iv. the report of the Executive Director
- v. the report of the Nominating Committee and the election of Directors and Officers
- vi. the transaction of other matters as may from time to time be submitted by the Board.

8.2. Special General Meetings

The Board shall have power to call, at any time, a special general meeting and determine its place. The Board shall call a special general meeting on written requisition of ten (10) voting members.

8.3. Rules of Procedure at Members' Meetings

8.3.1. Notice of Meetings

Fourteen (14) days' written notice shall be given to each member of a general meeting. Notice of any meeting where special business will be transacted shall contain sufficient information to permit the member to form a reasoned judgment on the decision to be taken.

8.3.2. Chair

The chair of any meeting of members shall be the President or, if the President is not present, the Vice-President.

8.3.3. Quorum

Thirty (30) voting members present in person at a general meeting will constitute a quorum.

8.3.4. Matters

Reports, proposals and motions to be submitted for action by the Association at a general meeting must be filed with the Board at least one month before the members' meeting. Such matters will be considered by the Board, and if deemed appropriate, will be presented for general discussion and for a vote by the Association. It may also be deferred for further discussion and action prior to or at the next AGM.

8.3.5. Voting

Institutional members, Graduate Student Association members, Corresponding members and Federal Research-Granting Agency members shall each have one vote.

For Institutional members, the one institutional vote is vested in the Dean or his/her designate (usually the Associate/Assistant/Vice-Dean).

For Graduate Student Association members the vote will be cast by a designated Officer of each graduate student association.

8.3.6. Decision on Questions

A majority of the votes cast by the voting members present shall determine the questions in general meetings unless the *Act* or these By-Laws otherwise provide.

8.3.7. Election of Directors and Officers

The election of Directors and Officers of the Association shall be conducted at the AGM. The Chair of the Nominating Committee shall present the list of nominees and call for additional nominations from the floor or a motion that nominations be closed. If an election for a position is required, it must be conducted by e-mail and completed within thirty (30) days, and the results shall be communicated to the members within