

How To: Prepare for Your Local/Worksite/Regional AGM

Annual General Meetings (AGMs) are an important opportunity to reflect on your accomplishments, engage members, and uphold transparency in union operations. As an MNU Local, Worksite, or Regional President, proper planning ensures a smooth and effective meeting. This guide will walk you through the process step by step, incorporating Robert's Rules of Order to maintain order and fairness throughout the meeting.

Step 1: Setting Up Your AGM

Schedule Your AGM:

- Local/Worksite AGMs must be held by March 22.
- Regional Local AGMs must be held by April 5. (Refer to MNU Constitution, Article 9)
 - Please advise MNU Provincial Office of your Regional meeting date.

Book the Venue:

- Choose a suitable date, time, and location for the meeting.

Provide Meeting Notice:

- A minimum of two weeks' notice must be given by posting the meeting details. (Required by the MNU Constitution)

Propose and Circulate Constitution Amendments (if applicable):

- Any proposed amendments must be pre-circulated and approved by the Provincial MNU Board of Directors through your Labour Relations Officer (LRO). (Refer to MNU Constitution, Article 14)

Review Robert's Rules of Order:

- All AGMs must follow Robert's Rules of Order to ensure a structured and democratic process. (Refer to MNU Handbook, Section D)

Prepare an Agenda:

- An agenda ensures the meeting stays on track and follows the required procedures. (Refer to MNU Handbook, Section D)

Step 2: Conducting the AGM

Suggested AGM Agenda:

- 1. Call to Order**
 - The President opens the meeting and confirms quorum.
- 2. Adopt the Agenda**
 - Motion required to approve the agenda.
- 3. Review and Adopt Previous AGM Minutes**
 - The Secretary presents last year's minutes for approval.
- 4. President's Report**
 - Highlights of the past year's achievements and challenges.
- 5. Committee Reports**
 - Includes reports from various committees.
- 6. Treasurer's Report**
 - Presentation of the audited financial report, including receipts and expenditures.
 - Motion to Appoint Auditor for the upcoming year.
- 7. Budget Presentation & Approval**
 - Members must approve the proposed budget.
 - Note: Expenditures already included in the budget do not require further approval later in the year.
 - Any additional expenditures must be supported by a motion recorded in the minutes.
- 8. Unfinished Business**
 - Address any unresolved items from the previous AGM.
- 9. New Business**
 - Discussion of new proposals, issues, or initiatives.
- 10. Elections (if required)**
 - Conducted by the Nominations Committee.
 - Nominations may be made in advance or from the floor, depending on your local/worksite constitution.
- 11. Closing Remarks & Announcements**
 - The President makes final statements and any necessary announcements.
- 12. Adjournment**
 - Motion required to officially close the meeting.

Step 3: Conducting Elections

Elected Positions:

- Executive Committee
- Nursing Advisory Committee
- Union Management Committee
- Workplace Health and Safety Committee
- Nominations Committee

Election Process:

- Verify Membership Lists: Ensure all members are eligible to vote.
- Appoint Scrutineers: They oversee voting, count ballots, and announce results.
- Announce Successful Candidates.

Important Note:

- All elected terms begin May 1, unless otherwise stated.
- Notify Provincial MNU and your Employer of the newly elected Executive in writing.

Determine your AGM Voting Delegates:

- Conduct a less formal vote or random draw for your upcoming Provincial Office AGM Voting Delegates.

Step 4: Post-AGM Follow-Up

Review Meeting Minutes & Reports:

- Ensure minutes, financial reports, and motions are properly documented.

Engage Members:

- Share key takeaways from the AGM with members via email or meetings to keep them informed and involved.

Refer to the MNU Handbook:

- The handbook is available through the Member Portal for guidance on constitution, policies, and Robert's Rules of Order.

Contact Support If Needed:

- Your Labour Relations Officer (LRO) or Board Member is available to assist in planning and conducting your AGM.

Final Tip: Make It Engaging!

Your AGM is an opportunity to unite, celebrate achievements, and inspire future action. Encourage participation, foster discussion, and make it an enjoyable experience for all members!