

Annual General Meeting Guidance Document

The COVID-19 virus has impacted all of us. It is changing how we traditionally operate in the spring with Annual General Meetings (AGMs) of Hockey Canada members and minor/ female hockey associations across the country.

This document is to guide Members with questions around their Annual General Meeting and steps for the minor/female hockey associations within their jurisdiction to examine when determining the next steps for their annual meeting.

Steps for Members

1. Members to check their by-laws to see what flexibility exist in regards to the timeframe to host an AGM
 - a. Check to see if video or teleconference meetings are permitted
 - i. If permitted determine if you have the technological capacity to hold the meeting
 - b. If your by-laws do not currently contain the necessary flexibility, do your by-laws provide any ability for your Board of Directors to make changes to those by-laws that would allow them to adjust the timing of your Annual Meeting (see Hockey Canada By-Law 66.6, for example)?
2. If your by-laws provide some flexibility, Members should review the governing legislation in their province to determine the timeframe within which annual meetings must be conducted. Although you might think that you have to have your annual meeting within twelve months of your last annual meeting, the *relevant legislation* in many provinces allows the Annual Meeting to be held as much as fifteen months after the previous annual meeting.
3. Members may wish to seek guidance from their legal counsel for direction on legislation specific to their province, and what may or may not be permitted for postponing an AGM, including considerations such as elections of directors and appointment of auditors.
 - a. Provide the legal direction to their membership
 - b. Course may differ based on if an MHA/FHA is incorporated or not
4. Ensure you follow your provincial health authority rules on public gatherings

Steps for MHA's & FHA's

1. MHA's and FHA's to check their by-laws to see what flexibility may exist within them currently
 - a. Check to see if video or teleconference meetings are permitted
 - i. If permitted determine if you have the technological capacity to hold the meeting
2. MHA's and FHA's to reach out to their Member if they have questions on their by-laws
3. Review any legal direction provided to you by the Member on the acts within your province (direction may differ depending on whether MHA/FHA is incorporated)
 - a. If you have any questions on the information provided, follow up with your Member
4. Ensure you follow your provincial health authority rules on public gatherings