

Appendix D

Annual General Meeting Guidelines

The agenda for the Annual General Meeting (AGM) is prepared by the parish priest, chairperson and vice-chairperson of the Pastoral Council. The chair/vice-chair will chair this meeting.

Organizing Committee

At a fall meeting of the Pastoral Council, an Organizing Committee is formed consisting of two Pastoral Council members, for the purpose of organizing the AGM. This committee may be assisted by parishioners who are not Pastoral Council members.

The responsibilities of the Organizing Committee include, but not limited to, the following:

- Confirm that the hall is booked.
- Request from each committee a report from the last year's activities for the Stewardship booklet. It must be stressed to Pastoral Council members that only highlights should be given verbally at the AGM. Check with the office to set a date to have all reports in for the compiling of the booklet. Each group may have to be contacted for clarification of what is needed and the deadline for submissions.
- Two (2) weeks prior to the AGM, prepare a write-up for the bulletin telling what the AGM is about, indicating that all parishioners are welcome.
- Have the agenda of AGM available in the foyer of the church prior to the meeting.
- Have the previous year's minutes and the Stewardship booklet available a few Sundays prior to the meeting.
- Make arrangements to have the hall set up (call parish office) and have refreshments available.
- At the AGM, have name tags, pens and paper available.
- Set the date for the next year's AGM and book the hall at the first Pastoral Council meeting following the AGM.

Nominating Committee

If elections are required, the Pastoral Council shall appoint a Nominating Committee consisting of 3 members of Pastoral Council, one of which should be appointed by the Finance Council. The Nominating Committee shall be a sub-

committee of the Organizing Committee and its purpose is to oversee the nomination and election process.

The responsibilities of the Nominating Committee include, but are not limited to the following:

- Two (2) weeks prior to the Annual General Meeting, announce to the parish community verbally and in the parish bulletin, positions which are open for election on the Pastoral Council, and ask for nominations either written or verbally. These nominations must be made with the consent of each nominee. The bulletin announcement for nominations should be coordinated with the announcement about the AGM.
NOTE: Positions other than chair, vice-chair and members at large are appointed by the parish priest or from within the associated committees and organizations. Thereby, chair, vice-chair and members at large are the only positions which are voted upon.
- One (1) week prior to the annual meeting, submit to the parish priest or chairperson of the Pastoral Council, a slate of names to fill the vacancies on the Pastoral Council.
- Arrange for the names of the nominees to be published in the parish bulletin the Sunday before the AGM. A short resume and a picture of the nominee may be included.
- At the AGM:
 - The chair of the Nomination Committee shall chair that portion of the meeting dealing with nominations and elections.
 - For any positions not filled in the slate and for the possibility of additional nominations, call for nominations from the floor and acceptance from the candidate.
 - Distribute paper and pens if voting is required. Voting shall be by secret ballot.
 - Appoint a minimum of two scrutineers, who are not related to the nominees or to each other.
 - Count the votes. Candidates shall be elected by a clear majority. The chair of the nominating committee shall cast the deciding ballot to break a tie.
 - Announce the successful candidates.