



## **CanAgPlus Annual General Meeting Resolutions Policy**

*The following policy outlines the process and procedures related to dealing with member resolutions before and after the CanAgPlus Annual General Meeting.*

### ***Submitting AGM Resolutions***

CanAgPlus members may submit resolutions for the corporation's Annual General Meeting in response to the annual call for resolutions. Members are notified of the deadline to submit resolutions at the same time they receive notification of the AGM date.

The deadline for submissions will be set each year and will be on or around October 1<sup>st</sup>. Resolutions submitted after the deadline will not be accepted, unless they deal with new business of the corporation that arose after the resolutions deadline.

Resolutions must be submitted by a member in good standing (i.e., a program participant who has signed the membership application, been admitted to membership in the corporation, and who has accounts in good standing).

Resolutions must be in English or French, and follow the format provided in the template provided by the corporation at the time of the call for resolutions.

Resolutions must meet the following content criteria:

- Must be relevant to the business of the corporation
- Must be clear and understandable to members
- Must include background to the resolution either within the "Whereas" clauses or as an addendum to the resolution
- Must clearly define the action requested (i.e., provide an action plan with timelines)

Resolutions that deal with technical matters, if adopted by members at the AGM, will be treated as requests for modification, and will follow the regular process set out in Section 1.6 of the CanadaGAP Program Management Manual – i.e., be reviewed by CanadaGAP technical staff, referred to the Stakeholder Advisory Committee for recommendation to the Board, etc. Action taken by the corporation will be reported back to members at the AGM.

### ***Role of the AGM Resolutions Committee***

A committee of the Board, the AGM Resolutions Committee will meet after the resolutions submission deadline, and before publication of the resolutions to members, to review all submitted resolutions. Their role is to:

- Review all resolutions submitted by members to ensure their clarity, suitability and adherence to the CanAgPlus AGM Resolutions Policy
- Approve which resolutions may come forward for debate by members at the CanAgPlus AGM
- Disallow resolutions that do not comply with the CanAgPlus AGM Resolutions Policy from coming forward to the AGM
- Review from time to time the CanAgPlus AGM Resolutions Policy, and if needed, to recommend changes to the Board of Directors.

### ***Revision of Resolutions***

Any resolutions deemed by the AGM Resolutions Committee to require clarification or revision, will be referred back to the member who submitted the resolution, and a deadline given for revision (~5 business days). If the revised resolution is not resubmitted by the deadline, it will not come forward to the AGM.

### ***Distribution of Resolutions to Members***

Members will receive advance copies of resolutions being brought forward to the AGM according to the timeframe set out in CanAgPlus by-laws. The text of all resolutions will be made available in English and French.

### ***Resolutions Follow-up***

Members not in attendance at the AGM will be informed of the outcome of all resolutions through publication of the minutes following the AGM.

Resolutions requiring follow-up action will be assigned in a timely manner to the committee or the individual appropriate to act (e.g., CanadaGAP staff, Stakeholder Advisory Committee, Board of Directors, etc.). The chair of the Board of Directors will report to members on follow-up actions at the subsequent AGM.