

## **7. BRANCH MEETINGS**

**7.1** There shall be a minimum of three (3) General Meetings of Branch BC05 each year, as arranged by the Branch Executive and identified in the annual “Target Dates”. Members shall be given “Notice” of any Branch meeting at least 14 days prior to the meeting. The Quorum required to conduct business at any formal meeting of Branch BC05 is 2% of Branch members.

**7.2** The first GM of the year shall be designated the Branch AGM and shall be no later than April 30th of the year. Members shall be notified of the AGM date at least 21 days prior to this meeting. The mandatory business of the Branch shall be conducted at the AGM, where attending Branch members shall:

- a. approve or amend an agenda for the AGM;
- b. approve or amend minutes of the previous Branch AGM and any SGM;
- c. receive reports from the Officers and Directors of Branch BC05 concerning the activities and future plans of the Branch Executive;
- d. receive the report of the Financial Review Committee for the previous year and appoint a chairperson of this committee for the current year;
- e. approve the budget for the current year and a financial forecast for the next year;
- f. consider proposed amendments of Branch Bylaws, Policies and Procedures;
- g. conduct elections of Branch Officers and Directors; and
- h. conduct other such business as may be properly brought before the AGM.

**7.3** A Special General Meeting of Branch BC05;

- a. may be called by the President, or
- b. shall be called upon request of at least fifteen (15) Branch members.

An SGM requested by members shall be held within 30 days of receipt of the request. Any SGM shall deal only with the business discussed in the “Notice” of the meeting.

**7.4** The President’s decision on questions of order may be subject to appeal, if the appeal is sustained by a two-thirds vote of Members in attendance.

**7.5** Only Members in good standing are eligible to vote at Branch meetings, eligible to hold office, eligible to be Members of committees, or eligible to utilize discount purchasing arrangements by the Branch or Association.

**7.6** Full minutes shall be kept for all Branch Executive and Members meetings. They shall be presented at the next meeting and those records entered into the Branch archives.