

Retired Women Teachers of Ontario Organisation
des enseignantes retraitées de l'Ontario



Guidelines for a Virtual AGM
2026

Virtual Annual General Meeting (AGM) Guidelines

Note: Due to technical difficulties it maybe necessary to reschedule a Virtual AGM.

1. Introduction

The Constitution Article X Annual Meeting states: the term, Annual General Meeting (AGM) refers to the official business meeting of the organization whereas the term “Convention” also includes the social and educational aspects of the meeting. Article X outlines what details and business must be conducted at an AGM:

- a. There shall be an Annual Meeting of RWTO/OERO in June of each year. Refer to the Voting and Election Procedures Handbook for details.
- b. The Annual Meeting shall:
 - a) receive reports of Officers and Committee Convenors
 - b) approve the annual budget,
 - c) elect the officers to the Provincial Executive,
 - d) approve appointments of the Board of Directors.
 - e) consider resolutions,
 - f) conduct other business: e.g. installation of the Board of Directors for the following year.

2. Reasons for a Virtual AGM

- a. It is a requirement for a Not- for-Profit organization to have an Annual General Meeting but not necessarily a Convention.
- b. Members prefer in-person convention, but costs can be prohibitive. The main bonus of a Virtual Annual General Meeting is a major cost saving.
- c. Other circumstances, such as Provincial lockdowns or no Branches stepping up to host a Convention, a Virtual AGM offers a viable solution.

3. Organization of a Virtual AGM

The organization of a Virtual AGM is the responsibility of the Board of Directors.

The Board:

- considers timelines
- establishes the computer platform to be used
- maintains communication with RWTO/OERO members who are delegates
- determines training of delegates (if necessary)
- prepares the agenda
- orchestrates all aspects of a Virtual AGM.

4. Responsibilities of Board Members

It may be advantageous to appoint a Board member to oversee the organization

- A. President to chair the meeting
- B. Parliamentarian to present Resolutions, rule on other motions, and explain procedures to delegates at the start of the AGM (e.g. use of chat, muting, polling, and use of speaker view)
- C. Recording Secretary to take Minutes
- D. Website Convenor to conduct Registration, coordinate technical issues and conduct training sessions as necessary
- E. Program Coordinator to explain voting procedures and communicate with Branch Presidents and their delegates
- F. Past President to present the Nominations Report and conduct elections as necessary
- G. Executive Secretary Treasurer to assist with Registration, and present the Financial Report and the Budget
- H. Honorary President to conduct the Installation Service

5. Proposed Agenda

First half day (suggested (9:00-12:00.)

Welcome and Introduction – President

Review of the Agenda and Voting for Acceptance – President

Approval of the Minutes from the previous AGM – Recording Secretary

Explanation of Procedures – Parliamentarian

Voting Requirements Processes – Program Coordinator

Presentation of Financial Report and Budget – Executive Secretary Treasurer
NB Voting on Approval of the Budget occurs on the second half day.

Nominations Report – Past President

Resolutions – Parliamentarian

Second half day (suggested the next day 9:00-12:00)

Motion to approve the proposed Budget (Provincial and Branch voting delegates vote) Under the current constitution, this occurs on the day following the proposed budget.

Continue Resolutions (if necessary)

Business Arising from Previous AGM – President

Presentation of Reports in the Annual Report – President

Motion to Accept the Reports

Report from Manulife – current Broker

Installation of the New Board – Honorary President

Suggested Virtual AGM Agenda

A.M.

O Canada

Welcome from President

Resolutions

Finance and Budget Presentation by the Executive Secretary/Treasurer

Next A.M. *Optional

Voting to adopt the proposed budget

* In Memoriam

* Over 90's Recognition

Honorary Membership Award, other awards

Presentation by Manulife Representative

Installation of new BOD

*Call to Convention

Closing Remarks by incoming Provincial President

6. Guidelines for delegates

- a. Access to a computer capable of using the platform established by the Board
- b. Resolutions: Delegates should become familiar with the Resolutions published in **Connections**. If a Branch Resolution is presented, delegates should decide the mover and seconder. Since the delegates are representing their Branch, it is extremely important for delegates to discuss the Resolutions with their Branch to determine how the Branch feels and ultimately wishes them to vote. On occasion new information is brought forward at the AGM that causes a change in voting position.
- c. Access and Knowledge of Annual Report
- d. Familiarity with polling (Training sessions will be available if required)
- e. Consistent attendance

7. Budget

A budget should be developed prior to the start of the year in which the Virtual AGM is to be held. The costs must be itemized and included in the budget presented in June of the year before the Virtual AGM will be held.

Costs are outlined by the Board and may include:

- Hiring a technical specialist to set up the meeting and troubleshoot technical difficulties. This person must be available for both half days.
- Determining whether the Annual Report should be printed and mailed to the delegates. Some delegates prefer to read a printed copy and may not have access to a printer themselves.

8. Suggestion for Dealing with

- Membership Awards
- Call to Convention
- In Memoriam
- Over 90's.

In consultation with the relevant Convenors, these elements can be posted on the Website. They would be available for all members to view, not just the delegates. Notification about this could be sent by the Program Coordinator to the Area Directors and Branch Presidents.