



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Board Policy

POLICY CATEGORY:	2.0 Board Governance and Operations
POLICY FOCUS:	2.5 Annual General Meeting and Board Election
DATE OF POLICY:	April 2025

Annual General Meeting

Policy Statement

2.5.1 The Board will hold an Annual General Meeting in accordance with the *Professional Governance Act* (PGA) and AIBC Bylaws.

Accordingly, the Board will ensure that:

2.5.2 A Board motion is required to authorize a General Meeting in a format other than electronic, such as in-person. The motion will be included in the Board appointment requirements specified in section 33 of the *Professional Governance Act*.

2.5.3 Notice of the meeting date, time, and location along with other material required to facilitate the meeting, is delivered to Registrants as per the PGA and Bylaws.

2.5.4 There is recognition of those Registrants and Former Registrants who have passed away since the previous Annual General Meeting.

2.5.5 The Board Chair or delegate delivers a report on the year's events, issues, and accomplishments.

2.5.6 The Treasurer, or delegate, delivers a report on the financial health of the AIBC, including items of note from the audited financial statements.

2.5.7 The CEO & Registrar, or delegate, delivers a report on the year's operational highlights, including as related to registration and licensing, professional conduct and illegal practice, professional development, and public outreach.

2.5.8 A Registrant forum is held during the Annual General Meeting, time permitted, after the time allocated for the Institute's business, for discussion of matters and issues of importance to the profession.

2.5.9 Advisory Resolutions are included in the meeting agenda when in compliance with Bylaws.

2.5.10 There are recognition of the Board election results (when applicable), and those Board Members whose terms are ending.

2.5.11 Following the Annual General Meeting, minutes will be published for review for 60 days from the date of publication. The Board will make any required amendments to the minutes and approve them for the final record prior to the next AGM.

2.5.12 Following review by the Governance Advisory Group, the agenda for the Annual General Meeting will be approved by the Board and forwarded to Registrants in accordance with the Bylaws.

Annual Board Election

Policy Statement

2.5.13 Elections for the governing Board will be held from among Eligible Voters in accordance with the *Professional Governance Act* and *General Regulation*, and Bylaws.

Accordingly, the Board will ensure that:

2.5.14 An election is held to the governing Board in the years required in Bylaw.

2.5.15 The selection principles and procedural steps described in the *PGA General Regulations* related to the selection of nominees are complied with, including complete descriptions of criteria, submission dates, nomination requirements, obligations and commitments expected.

2.5.16 The nomination process information is distributed as applicable to all Registrants in sufficient time.

2.5.17 Architects in Good Standing are able to seek a seat on the Board, provided all approved nomination processes are adhered to, including those of the Nomination Committee and confirmation of mandatory attendance at an AIBC-delivered governance session.

2.5.18 The notice of the election results, and any formal election dispute, will be in accordance with Bylaw Schedule F: Board Rules for Board Election.

2.5.19 An elected term on the Board is three years in length, with staggered terminations so that three of the seven elected Board Members complete their three-year term in one year, followed by four Board Members in the following year. Every third year no Board terms terminate, resulting in an election not being required.

**Professional Governance Act* sections: 23 through 26, and Part 3 of the *General Regulation*. AIBC Bylaws: 2.46-2.82, Schedule F: Board Rules for Board Election.

Revision and Approval Log

June 11, 2024	Approved by AIBC Board
April 8, 2025	Addition of 2.5.11 and 2.5.12. Addition of 'delegate' in policies 2.5.5, 2.5.6, 2.5.7.