

**2016 Annual General Meeting**

**INDIVIDUAL PROPOSED BY-LAW CHANGE TO MODIFY BY-LAW 4.3.6 Secretary**

By-Law	Current Wording	Proposed Wording	Reason
By-Law 4.3.6	<p><b>4.3.6 Secretary</b>            In addition to the duties required by the Act, the secretary shall conduct, or cause to be conducted, the correspondence of the association and council; shall attend all annual general meetings, special meetings and their adjournments, either in person or by substitute appointed for a specific meeting as determined by the council; and shall keep or cause to be kept a correct record of the proceedings. The secretary shall send or cause to be sent all notices that are to be sent to the members of the association and council. The secretary, or any other person deputed by council, shall receive all payments to the association, collect or cause to be collected all dues, fees and assessments levied by council or the association, and ensure that correct accounts are kept. The secretary shall distribute the Auditor's report and Statement of Financial Position, or cause it to be distributed, at or before the annual general meeting, and perform such other duties as council may from time to time prescribe.</p>	<p><b>4.3.6 Secretary</b>            In addition to the duties required by the Act, the secretary shall conduct, or cause to be conducted, the correspondence of the association and council; shall attend all annual general meetings, <b>Council meetings</b>, special meetings and their adjournments, either in person or by substitute appointed for a specific meeting as determined by the council; and shall keep or cause to be kept a correct record of the proceedings. <b>A draft version of the Minutes and proceedings of all such meetings shall be electronically distributed to Council members within 7 days of each such meeting. Within 10 days of the AGM and of any SGM, draft Minutes of said meeting shall be distributed. This distribution must include all members who attend the subject meeting.</b>            The secretary shall send or cause to be sent all notices that are to be sent to the members of the association and council. The secretary, or any other person deputed by council, shall receive all payments to the association, collect or cause to be collected all dues, fees and assessments levied by council or the association, and ensure that correct accounts are kept. The secretary shall distribute the Auditor's report and Statement of Financial Position, or cause it to be distributed, at or before the annual general meeting, and perform such other duties as council may from time to time prescribe.</p>	<p>It is common practice for most organizations to expeditiously complete and distribute meeting minutes to ensure accuracy and reliability of the review process.</p>