Editor's note: Readers are encouraged to ask their most confounding condo questions to our resident condo specialist: Maria Bartolotti.

ASK MARIA

By Maria Bartolotti

As Seen in Condo Living Magazine

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MODERN URBAN LIVING IN CALGARY

THE ANNUAL GENERAL MEETING

This meeting sets how the condo is run for the year, here's how to go about one

Q: What is involved in a Annual General Meeting and how does a condo board go about conducting one?

A: An annual general meeting of condo owners shall be convened by the board within 15 months of the preceding annual general meeting. All meetings of the board and all general meetings of the corporation shall be held within the municipality in which the units are located unless a majority of the owners by means of an ordinary resolution passed at the corporation's annual general meeting agree to hold the meetings in another location.

Notice of the annual general meeting will specify the place, date, time, and any special business, which will be given to all owners and mortgagees who have notified their interests to the corporation. Notice shall be given in the manner prescribed by the bylaws.

It is also important to note, that no meeting can be transacted unless a quorum of persons entitled to vote is present at the time when the meeting proceeds to business; typically 25 per cent and not less than 2,500 of the unit factors of those persons entitled to vote (please refer to your bylaws and the condominium property act) in person or by proxy shall it constitute a quorum.

Where quorum is not present within 5 minutes, the meeting shall stand adjourned for 10-15 minutes to allow more owners to attend. If at the adjourned meeting a quorum is still not present within the time appointed at the meeting, the person entitled to vote whom are present shall constitute quorum and the meeting can move forward.

The President of the Board will be the chairman for the AGM or in his absence the Vice-president. If the vice-president is absent or chooses not to chair the meeting, the President of the Board may elect someone to chair the meeting. In most cases it will be the condo manager.

The order of business at the AGM is typically set out in the bylaws of your condominium corporation, which constitutes the following:

- Call meeting to order and establish quorum
- Proof of notice of meeting or waiver of notice
- Reading and disposal of any unapproved minutes
- Report of officers
- Report of committees
- Financial report
- Appointment of auditors or solicitors
- Resignation of Board
- Election of Board
- Unfinished business
- New business
- Adjournment

At an annual general meeting or a general meeting, a resolution shall be voted on by a show of hands unless otherwise requested by a person entitled to vote either by proxy or in person. If a person demands a poll, that person may withdraw that demand and on the demand being withdrawn the vote shall be taken by a show of hands.

The above is a brief description and does not cover all the ongoing business of the AGM but does give you some insight as to what is expected at the AGM. To learn more refer to your Bylaws and the Condominium Property Act of Alberta.

Until Next Time ... CL

Maria Bartolotti A.C.C.I, is the owner-manager of New Concept Management Inc. She has developed a strong reputation for rendering timely and efficient services to the condominium industry. Maria believes that her company's success hinges on her hands-on approach to condominium management as well as maintaining open lines of communications with her clientele. Maria is actively involved in her industry. For more information, visit **www.newconceptmanagement.com**