



**Canadian Society of Hospital Pharmacists**  
**Soci t  canadienne des pharmaciens d'hopitaux**

## Annual General Meeting

May 3<sup>rd</sup>, 2008

8:45- 10:00 am

Old Ashburn Golf Course

### AGENDA

1. Approval of Minutes- AGM May 5<sup>th</sup>, 2007.
2. Approval of Agenda
3. Business Arising
  - (a) Approval of the actions of the executive committee
4. Correspondence
5. Old Business
6. New Business
  - (a) Merging Membership and Student PR committees.....Jen  
Motion #1: Effective immediately, combine the existing Student PR and Membership committees and their associated terms of reference.  
Motion #2: New committee shall be called the Membership committee, with Amy Flynn remaining as chair.
  - (b) Proposed changes to the Branch Operating guidelines.....Jen  
Motion #3: Add the to the existing Branch Operating Guidelines:  
ARTICLE 10. AMENDMENTS TO BRANCH COMMITTEE OR COORDINATOR TERMS OF REFERENCE
    - 10.1 The Executive of the Branch may repeal, amend, re-enact or approve revisions to Branch committee or coordinator Terms of Reference.
    - 10.2 Notice in writing of any proposed changes to the Branch committee or coordinator Terms of Reference should be circulated to the Executive Committee and the current committee chairs or coordinators no less than 14 days prior a scheduled executive meeting.  
  
Motion #4: Add to the existing Branch Operating Guidelines under "ARTICLE 7. ELECTIONS"  
Vacancies due to acclamations
      - 7.1.1 If, due to a nomination by acclamation, an elected position becomes vacant, a second call for nominations shall be sent to all Active Members not less than 30 days prior to the AGM
      - 7.1.2 A written nomination for the office shall be signed by not less than two Active Members of the Branch and shall be forwarded to the Chairperson of the Nominating Committee not less than 14 days prior to the AGM. Written acceptance by the Nominee must be received by the same date.
      - 7.1.3 The names of those Active Members duly nominated shall be sent in alphabetical order to the Active Members of the Branch via email/mail not less than 7 days prior to the AGM.
      - 7.1.4 The Chairperson of the Nominating Committee shall conduct an election, which shall be by secret ballot from the floor of the AGM and the candidate receiving a majority of the cast ballots shall be declared elected.



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7. Reports

- (a) Delegate's Report .....Judy
- (b) NSCP Report.....Trevor
- (c) PANS Representative Report.....Susan
- (d) 2007-2008 Finance Report/ 2008-2009 Budget Review.....Mike C
- (e) President's Report.....Jen
- (f) Nominating Committee Report/ Intro of exec.....Carol-anne

Members are reminded of the right to use a vote by proxy at all meetings of the Branch  
(Article 5.4 of Branch Operating Guidelines)