



Membership Meeting Guidelines

Ministry Membership Meetings need to honor your membership rights and follow Roberts Rules. To support you with this, Unity Canada has created the following sets of guidelines:

ANNUAL GENERAL MEETINGS (AGMs)

1. Notification of the meeting and the items for discussion in the meeting need to be sent to your membership within the timelines outlined by your bylaws.
2. Prior to the meeting, an up-to-date membership list needs to be prepared. This list is used to identify voting members as they arrive at the meeting. If meeting is face-to-face this can be done through signing in. If meeting is virtual, you will need to make note of the voting members present – and ensure that only these individuals vote at the meeting. A list of members in attendance needs to be maintained.
3. Board Chair facilitates the meeting. If there is some tension anticipated in the meeting, it is advisable to have an outside facilitator with skill in handling conflict.
4. At the beginning of the meeting, quorum needs to be established in accordance with your bylaws. This needs to be clearly articulated in meeting minutes.
5. Membership must vote to approve minutes from previous AGM
6. As with all Unity events, the meeting should be grounded in prayer. This includes starting with prayer, pausing for prayer at the request of a participant, and having someone hold sacred space during the meeting.
7. All decisions must receive a motion and a second, and this needs to be in the minutes. You also must provide an opportunity for discussion. When vote is taken, members can choose to abstain or register an opposing view. This also needs to be recorded in minutes.

SPECIAL MEMBERSHIP MEETINGS

1. Special Membership Meetings may be requested by the Minister/Spiritual Leader, a majority vote of the board of directors, or by a membership petition. Percentage of members needed to call a special meeting is designated by the Ministry bylaws. The board must respond to such a request.
2. Special Membership Meetings are called by the board of directors on behalf of the requesting party. Meeting must be called in alignment with timeframe in the Ministry's bylaws.
3. Notification of Special Membership Meetings must specify the purpose(s) of the meeting. Business conducted at this meeting is limited to these purpose(s).