



2025 Annual General Meeting (AGM) Procedures

In accordance with the [OAA Bylaws](#), all members must be informed in advance of any matters to be voted on at the OAA AGM to permit them to exercise their right to vote either in person (virtually) or by proxy.

The meeting may not vote on matters not contained in the agenda for the AGM. This means motions or resolutions cannot be accepted during the meeting, but Council is open to receiving thoughts and suggestions under “Other Business” on the agenda.

With respect to eligibility to vote on motions during the AGM, all holders of a licence or limited licence in good standing must register for the AGM no later than Friday April 4 at 4 pm in order to attend and be eligible to vote.

The names of voting members registered for the meeting will be confirmed with the OAA Register as of the close of business on Monday, April 7. The names on the final registration list for the AGM will also be checked against the official Proxy Record. If a member has deposited a proxy form with the OAA, but also registers for the AGM, their Proxy will automatically be withdrawn. A Proxy may also be withdrawn by the individual on or before April 7 at 9 am by emailing the [Executive Director](#).

Any other individuals—such as Intern Technologists, Intern Architects, Retired and Life Members, Honorary Members, Student Associates, Student Technologists, and invited guests—are not permitted to vote on matters before the AGM. Those individuals will not have the option to vote shown on their screen.

The President holds the official Proxy Record based on all valid proxies completed in accordance with the Bylaw. For the virtual AGM on Tuesday, April 8, proxy votes will be automatically registered with the individual member holding them, and therefore their voting capabilities will be weighted accordingly.

When the President calls the vote on a motion, a virtual voting system will enable registrants who are eligible to vote and who have pre-registered by the deadline to choose one of the following options that will appear on their screen:

Yes—I approve

No—I reject

Abstain

As always, voting will be conducted on the premise of honour and integrity of the individual. Notwithstanding, the virtual meeting will be set up such that only voting members will in fact have the option to vote; all other meeting attendees will not attempt to cast a vote in any manner. The results of each vote will be tabulated in real time by the virtual platform, and announced to the meeting before moving to the next item of business.

Specific instructions for how to vote and how to raise a question will be sent out closer to the AGM. Each time a member asks a question, it is requested they ensure they also give their full name for the record. Given the number of attendees and business format, attendee microphone and camera functions will not be available during the virtual meeting.

The Proceedings of the OAA’s AGM are always recorded and transcribed verbatim.