

**Background:** In preparation of the Annual General Meeting (AGM) in September, there is a recommendation to update and make a change to the CHBA CO Bylaws as below. Once presented at the AGM, voting by Members on this change would take place at the AGM, scheduled for October 5, 2023.

The proposed change will reduce the requirements for Quorum at an AGM from 20% of total membership to “greater than or equal to twice the size of the Board of Directors, plus an additional member”. The bylaw also clarifies that participants must be in good standing. This change reflects policies of other Home Builders Associations across British Columbia, as well as CHBA-BC.

### Current Bylaw

#### 8.2 Quorum

a. Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a general meeting at a time when a quorum is not present.

**b. A quorum for the transaction of any business at any general meeting shall be TWENTY (20%) PER CENT of the Voting Members in good standing or such other number as the Voting Members determine at a general meeting.**

c. If at any time during a general meeting there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

d. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of Members, must be terminated, but in any other case, it must stand adjourned to the same day in the next week, at the same time and place, or at a time and place at the discretion of the Directors, and if, at the adjourned meeting, a quorum is not present within 30 minutes

Current clause	Proposed Change
<p>b. A quorum for the transaction of any business at any general meeting shall be TWENTY (20%) PER CENT of the Voting Members in good standing or such other number as the Voting Members determine at a general meeting.</p>	<p>b. “A quorum for transaction of an AGM must be greater than or equal to twice the size of the Board of Directors plus an additional member. All members must be in good standing.”</p>

**Background:** In preparation of the AGM in October, there are recommendations to update and make a change to the CHBA CO Bylaws as below. When presented at the AGM, voting by Members on these changes would take place at the AGM, scheduled for October 5, 2023.

The proposed changes are meant to clean up existing bylaws and provide clarity around voting rights, dues proration, and credit card capabilities for staff.

Section	Proposed Change
<p><b>6.4 – Pro-Rated Dues</b></p>	<ul style="list-style-type: none"> <li>• Dues shall be pro-rated in certain circumstances as follows:</li> <li>• (a) Dues for new Members shall be prorated based on the number of calendar months between the date of enrollment and the date dues must be paid, being July 1<sup>st</sup>;</li> <li>• (b) Dues for all renewals of membership shall be the full amount of the annual Dues.</li> <li>• Articles a, b, c, and d will be deleted.</li> </ul>
<p><b>17.4 – Credit Card</b></p>	<ul style="list-style-type: none"> <li>• The Association may have credit cards for purchases directly related to the Association. The Executive Director and President may each hold one (1) such credit card. <b>(addition)</b> <u>Further credit cards may be issued to Association staff as approved from time-to-time by a majority vote of the Directors.</u></li> </ul>
<p><b>3.16 – Non Voting Members</b></p>	<ul style="list-style-type: none"> <li>• Add 'Education Members' to the list of Non-Voting Members (will become 3.16.D)</li> </ul>