



POLICY

Title of Policy	Member Proposals
Policy Number	4.4
Category	Membership
Approval Body	Board of Directors
Approval/Effective Date	January 2025
Proposed Date of Review	January 2026

CONTEXT AND PURPOSE

This policy is established pursuant to section 2.12 of the Bylaws of Meant 2B Loved Pet Rescue Society (“M2BL” or “Society”).

The purpose of this policy is to provide additional detailed guidance and procedure to the Board of Directors related to formal proposals made by Members at an Annual General Meeting of the Society.

M2BL will apply this policy in accordance with its Bylaws, applicable laws and Society policies. In the event that this policy conflicts with any of the above, such other document will prevail to the extent of the conflict. In the case of any ambiguity in the interpretation of this policy or a matter arising out of it, the Board will determine the matter and the Board’s determination is final.

SCOPE

These guidelines and procedures apply to all members, volunteers, employees, and board members of Meant 2B Loved Pet Rescue Society involved with the intake of animals.

DEFINITIONS

In this policy, the following definitions apply:

- i. “AGM” means the Annual General Meeting of the Society;
- ii. “Board” means the Board of Directors of M2BL;
- iii. “full day” means the days from Monday to Friday, except statutory holidays and does not include Saturdays or Sundays;
- iv. “proposal” means a Members Proposal submitted pursuant to Bylaw 2.12;

- v. “registered address” means the address on file with BC Registry, currently 270 Mission Cres, Cranbrook, BC, V1C 6P7;
- vi. “signed” means the affixing of a valid signature (written or digital) that corresponds with a name on a proposal but specifically excludes all email communications that purports to represent consent to a proposal; and
- vii. “voting Member” means a voting Member of M2BL in accordance with the Society’s Bylaws.

POLICY STATEMENTS

1. PROCEDURES FOR SUBMISSION, REVIEW AND APPROVAL OF PROPOSALS

- 1.1 In accordance with Bylaw 2.12, a voting Member in good standing may send to the Society a notice of a proposal (including a topic for discussion or a resolution) that certain voting Members wish to have considered at an AGM of the Society.
- 1.2 An individual that is not a voting Member in good standing, including a non-Member, a non-voting Member or a voting Member who is not in good standing, is not entitled to submit a proposal in any circumstances, except as expressly set out in this policy. No organization is entitled to submit a proposal. Requests by non-entitled parties will be declined and the Board is not required to respond to such.
- 1.3 Proposals by eligible voting Members must be sent in writing to the Recording Secretary by one of the following means:
 - 1.3.1 by email to the Recording Secretary at the work email address;
or
 - 1.3.2 by mail to the registered address of the Society to the attention of the Recording Secretary.
- 1.4 The written proposal must:
 - 1.4.1 state whether the proposal is for discussion or for resolution, and in the case of a resolution, include the specific language of the resolution being proposed;
 - 1.4.2 contain a brief statement in support of the proposal, which statement must not exceed 500 words or one page, whichever is the shorter;
 - 1.4.3 contain the clearly written names of not less than five percent (5%) of the total current number of voting Members;
 - 1.4.4. be signed by the Members whose names are included as proponents; and
 - 1.4.5. be received at the registered address of the Society or at the work email address of the Recording Secretary at least seven

full days before notice of the AGM is sent to Society Members.

1.4.6 Failure to provide the above-mentioned information may result in refusal of the request.

1.5 The Recording Secretary will:

1.5.1 verify that the proposal meets the requirements established in Bylaw 2.12; and

1.5.2 confirm that the proposal is not unlawful, contrary to the Society's Constitution or Bylaws, defamatory or likely to result in harm to the Society's reputation or to incur undue liability.

1.6 Any proposals that are substantially similar to a prior proposal considered by the voting Members in any of the previous three Annual General Meetings will be refused.

1.7 Where the Recording Secretary confirms that a proposal is acceptable under 1.5 and 1.6, the proposal will be included on the agenda of the AGM for consideration by the voting Members and a copy of the proposal will be forwarded to all Members for consideration.

1.8 Where the Recording determines that a proposal is not acceptable, they will forward a copy of the proposal, along with any further information and analysis, to the Board for its consideration and decision. The Board may, in its discretion, refuse a proposal if it considers it contrary to the requirements established in section 2.12 of the Bylaws, as interpreted by this policy. If the Board refuses to accept a proposal, the Board will provide the requesting Member with a written summary of the reasons for its decision. The Board's decision is final and without appeal.

1.9. At the time of deliberation at the AGM, a voting Member whose submitted proposal has seven (7) minutes to speak in favour of the proposal. All other Members will be afforded a maximum of three (3) minutes to speak in favour of or against the proposal, after which the matter will be put to a vote, if required.

1.10 The following resolutions, if duly approved by the votes cast by voting members at a general meeting pursuant to Bylaw 2.12, will be binding on the Society and the Board:

1.10.1 the removal of one or more Directors pursuant to Bylaw 4.15;

1.10.2 the approval of interested Director contracts or transactions under Bylaw 4.3; and

1.10.3 the amendment of the Constitution or Bylaws pursuant to Bylaw 9.2.

1.11 Except for those resolutions listed in 1.10, any

resolution duly approved by the votes cast by voting members at a general meeting pursuant to Bylaw 2.10 will be deemed to be advisory in nature, and submitted to the Board for their consideration and any actions the Board considers necessary or appropriate in its discretion. The Board will report back to the members at the next AGM on any actions resulting from any such resolutions adopted.

- 1.12. Where a proposal under Bylaw 2.12 is rejected by the voting Members, no further action will be taken by the Board.

RELATED POLICIES AND SUPPORTING DOCUMENTS

- 4.1 [Membership Policy](#)
- 4.2 [Application and Acceptance of Members](#)
- 4.3 [Access to Membership Roster](#)
- 4.5 [Requisitioning Extraordinary General Meetings by Members](#)
- 4.6 [Receiving and Responding to Member Feedback](#)