

Replace the in-person meeting with a resolution in lieu of the annual general meeting

For corporations, not-for-profits and cooperatives with a small number of shareholders or members, a practical alternative to an in-person meeting is to have all shareholders or members approve business items that are to be dealt with at an annual general meeting. At a minimum, these items must include:

- electing directors
- considering the corporation's financial statements
- appointing an auditor or public accountant or waiving the appointment of an auditor or public accountant.

All shareholders or members who are entitled to vote at the corporation's AGM must sign the written resolution. Once signed, keep the resolution in your corporation's records.