



2019

## Annual General Meeting

**For more information:**

Section Office

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## **2019 Annual General Meeting**

Saturday, May 4, 2019

2:45 PM – 4:15 PM

Banff Conference Center – Kinnear Centre

107 Tunnel Mountain Drive, Banff, AB T1L 1H5

### **Annual General Meeting Agenda**

1. Call to Order
2. Reading of Notice of Meeting
3. Reports as to Quorum
4. Adoption of the Agenda
5. Approval of the Minutes of the Previous Annual General Meeting
6. Skate Canada Address
7. Skate Canada Elections
8. Proposed Amendments to Skate Canada Bylaws
9. Presentation of the Financial Statements
10. Approval of Auditors
11. Provision of the Actions of the Board
12. Reports
13. Section Competitions and Annual General Meeting
14. Election of Directors
15. Proposed Amendments to Association Bylaws
16. New Business
17. Closing Remarks
18. Adjournment



## Election Process

- Nomination Packages were distributed to each Section Club/Skating School, Official and registered Coach in good standing in January 2019.
- Nominations for Board of Director positions closed on April 6, 2019, noon MST.
- Nominations will NOT be taken from the floor at the Annual General Meeting.
- If your Club/Skating School is sending a Delegate to the Skate Canada: Alberta-NWT/Nunavut Annual General Meeting, please submit your Delegate form to the Section Office prior to the Annual General Meeting. Delegate forms will also be accepted at registration at the Annual General Meeting on May 4, 2019.
- Should your Club/Skating School not be attending the Skate Canada: Alberta-NWT/Nunavut Annual General Meeting on May 4, 2019, we encourage you to complete the proxy form and send it to the Section Office prior to May 1, 2019 to ensure that your Club/Skating School's vote is represented.
- Delegate and Proxy Forms are posted on the Skate Canada: Alberta-NWT/Nunavut website. Questions regarding delegate and proxy forms may be directed to Member Services Manager, Kelly Havixbeck email: [kelly@skateabnwnun.ca](mailto:kelly@skateabnwnun.ca)



## Voting Procedures

It is the Clubs/Skating School's responsibility to inform the delegate representing their Club/Skating School of the rules and responsibilities pertaining to voting procedures.

1. Each eligible Club/Skating School is entitled to one vote by either:
  - A Delegate if the Club/Skating School representative is attending, OR;
  - A Proxy if no Club/Skating School representative is attending.
  - Clubs/Skating Schools may have an unlimited number of observers attend the Annual General Meeting
2. Delegates can carry five (5) proxies plus their delegate vote (maximum six (6) votes).
3. Directors of the Skate Canada: Alberta-NWT/Nunavut (Section) Board are eligible to hold one vote and carry five (5) proxies (maximum six (6) votes).
4. Each Region Coaching Representative is eligible to hold one vote and carry five (5) proxies (maximum six (6) votes).
5. Delegates may be asked to show proof of current Skate Canada registration when they register at the Annual General Meeting.
6. Registration of Delegates, Section Board of Directors and Region Coaching Representatives:
  - At registration, each delegate, Director on the Section Board and Region Coaching Representative will be given a card indicating the total number of votes that they have. This card will:
    - a) Be used to vote by show of hands for motions.
    - b) Will entitle the bearer to obtain the number of ballots indicated on their card for each Board position for which there is an election.
7. Election of Directors: Each candidate will be allowed three-five minutes for themselves and/or anyone wishing to speak on their behalf for a campaign speech before the election takes place for each Director position.
8. Section Office staff members will distribute the ballots immediately following the speeches for the position.
9. After each election, Section Office staff members will then collect and tabulate the ballots.
10. Each candidate may appoint a scrutineer for the voting tabulation.
11. The Annual General Meeting will proceed while the counting of votes takes place.
12. If there is a tie, then a second vote takes place. Voting will continue until a candidate is elected.