

Annual General Meeting – Frequently Asked Questions

How do I register to attend the Annual General Meeting (AGM)?

To attend the Annual General Meeting on Saturday, June 6, 2020 at 10:00 am (MT) all delegates, proxy holders and observers must declare their intention to attend and if applicable vote prior to 12:00 pm (noon) (MT) on Friday, June 5, 2020.

<https://skateabnwtun.ca/2020-skate-canada-alberta-nwt-nunavut-acgm-awards-banquet/>

Note: All meeting attendance tokens and/or voting tokens must be issued prior to 12:00pm (noon) (MT) on Friday, June 5.

How do I access the AGM?

Once your intention to attend the AGM has been confirmed, you will receive a meeting token via email that will allow you to gain access to the meeting.

Who can attend the AGM?

- Those entitled to vote
- Skate Canada: Alberta-NWT/Nunavut Employees
- Honorary Associates
- Skate Canada Registrants
- Skate Canada Coaches
- Parents/Guardians of Skate Canada Registrants
- Auditor
- Invited Guests

Anyone involved in skating in the Alberta / NWT-Nunavut Section may attend as an observer.

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Who can vote at the AGM?

Voting Members were determined in 2017 when we passed bylaws to ensure our voters represented all types of Section Registrants in relative proportion. Every club and skating school in the Section is eligible for one vote, all professional coaches in the section are represented by their assigned Region Coaching Representative who may cast one vote and each of the Board of Directors have one vote.

- A club (represented by a delegate who has declared an intention to vote)
- A skating school (represented by a delegate who has declared an intention to vote)
- A Region Coaching Representative (representing their Region as the elected Region Coaching Representative)
- A Director of the Skate Canada: Alberta-NWT/Nunavut Board of Directors

What is meant by 'delegate'?

Delegate refers to the person who is eligible to vote on behalf of a club or skating school and to the eligible Region Coaching Representatives and Skate Canada: Alberta-NWT/Nunavut Board of Directors.

Who can act as a club/skating school delegate?

Clubs/skating schools have the discretion to confirm whomever they wish to act as their delegates. Delegates must be 18 years of age or older, be a registrant in good standing of Skate Canada and the Section and be affiliated with a club/skating school.

Coaches cannot be a delegate for a club or skating school, unless the coach is an owner/director of a skating school or a Region Coaching Representative.

How does a club/skating school delegate, Section Board member or Region Coaching Representative declare an intention to vote?

Declare an intention to vote is available on the Section website Annual General Meeting page.

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Do I need to declare an intention to vote at the AGM in advance of the start of the meeting?

Yes. The deadline for declaring an intention to vote at the AGM is Friday, June 5 at 12:00pm (noon) (MT).

Once I declare as a delegate for a club or a skating school, am I ready to vote?

No. All delegates must be confirmed by the clubs/skating schools that they are representing before they can vote, and you must ensure you receive your token via email.

All meeting attendance tokens and/or voting tokens must be issued prior to 12:00pm (noon) (MT) on Friday, June 5, 2020. You will receive your voting token via email once it is confirmed by the club/skating school.

How is a declared club/skating school delegate confirmed?

Once a delegate declares an intention to vote on behalf of a particular club or skating school, that organization will receive an e-mail containing the name of the person who will act as its delegate. That organization must then confirm they accept the designated person as their delegate by completing the approval by clicking the link in the email. After confirmation is complete the delegate will receive their voting token via email.

I have declared my intention to attend the AGM as an observer. Am I ready to attend?

No. The AB/NWT/NUN Section Office must first respond to the e-mail to confirm the request as an observer. Once confirmed, the observer will receive a meeting token and is then ready to attend the meeting. All meeting attendance tokens must be issued prior to 12:00 pm (noon) (MT) on Friday, June 5, 2020.

What is a proxy vote?

A proxy vote is a vote cast by one person (already registered as a delegate) on behalf of another eligible voter who may not be able to attend a meeting but would like to have their vote count.

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Can a proxy voter vote on behalf of a club, skating school?

Yes. Proxy voting is available for clubs and skating schools. A delegate may carry up to five (5) proxies.

Can the same delegate represent more than one club or skating school?

Yes. Each delegate may carry up to five (5) proxies, for a total of six (6) votes. In this case, the individual would declare themselves as a delegate for each club or skating school they are representing.

If I am a proxy holder, how do I ensure each vote is submitted during the AGM?

If you are a proxy holder, you will be required to sign in at the start of the meeting with each meeting token you received via email (one for each club/skating school you are representing). For each vote, you will be prompted to sign in with each voting token for each vote to be submitted. As this is a normal occurrence time will be allotted during the meeting to ensure multiple votes are achievable.

How does a club/skating school delegate vote?

Anyone who has been confirmed as a voting member will receive a voting token that is used to gain access to the online voting system. All voting is done online.

What is the weight of each vote?

- Clubs/Skating Schools - each registered club/skating school in Skate Canada: Alberta-NWT/Nunavut Section has one (1) vote
- Skate Canada: Alberta-NWT/Nunavut Board of Directors - each Director has one (1) vote
- Region Coaching Representatives – each of the eight (8) representatives has one (1) vote

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What is quorum?

Quorum refers to the number of eligible voters who must be present in order for the meeting to begin. Skate Canada: Alberta-NWT/Nunavut's Bylaws define quorum as the following:

- A quorum for the transaction of business at an Annual General Meeting shall be representation by delegates and proxies from twenty-five (25%) of persons entitled to vote in the Section.

At what point during the meeting does voting occur?

Voting occurs at a number of times throughout the meeting. Refer to the meeting agenda for the schedule.

How is attendance at the AGM recorded?

Anyone who has been confirmed as a voter or as an observer at the AGM will receive a meeting token. This token is required to gain access to the online meeting.

I will be attending the AGM as an observer. Will I have a voice in the proceedings?

A motion may be conducted at the start of the AGM to allow observers to have a voice in the proceedings of the meeting. Alternatively, observers may pose a question via the Zoom Webinar and it will be responded to by a Section Staff Member.

I have logged into the meeting online. Will I be able to participate through chat?

Yes. Delegates and Observers will have the chat function available to them.

I am a voting member. Why is the chat function not available to me?

Voters and observers who cannot access the chat function should check that they are using an up-to-date Internet browser. Google Chrome is recommended. If during the meeting you are not able to access chat function, please email info@skateabnwtun.ca

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I have pre-registered for the AGM. When will I receive information about how to join the AGM online?

By June 5, confirmed delegates, proxy holders and observers will receive instructions for meeting access and voting.

Delegates, proxy holders and observers will be required to log-in on Saturday, June 6, 2020 by 9:50 am (MT). The meeting will commence promptly at 10:00 am (MT).

How will I access the meeting?

The AGM will be conducted via webinar through the Zoom platform. All voting will be done by electronic ballot through Simply Voting.

Will the camera function be turned on for delegates and observers?

No. The camera function will be turned off for delegates and observers.

The AGM will be conducted over Zoom using a Webinar add-on. This provides us with the functionality required to show multiple screens, and have multiple presenters in a smooth manner. In order to ensure high quality resolution of both presenters and presentations we will only be displaying individuals as they present.

Delegates and observers will be able to see all presenters, presentations and of course hear all proceedings.

Will the meeting be recorded?

Yes. The meeting will be recorded and made available on the Section website.