



## **Annual General Meeting – Frequently Asked Questions**

### **Saturday June 11, 2022**

### **1:30pm**

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

The 2022 Skate Canada: Alberta – NWT/Nunavut AGM will be offered both in-person and virtually via livestream. To attend the Annual General Meeting on Saturday June 11, 2022, at 1:30 pm (MT) all delegates and observers, whether in-person or online must declare their intention to attend and if applicable vote prior to 12:00 pm (MT) on Friday, June 10, 2022.

**Note:** All meeting attendance tokens and/or voting tokens must be issued by 12:00am (MT) on June 10, 2022.

#### **I am attending the AGM virtually, how do I access the AGM?**

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

#### **Who may 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.*

#### **Who may vote at the AGM?**

Voting Members were determined in 2017 when bylaws were passed to ensure those eligible to vote 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



**Annual General Meeting – Frequently Asked Questions**  
**Saturday June 11, 2022**  
**1:30pm**

**What is meant by ‘delegate’?**

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

**Who may act as a club/skating school delegate?**

Clubs/skating schools have the discretion to confirm whomever they wish to act as their delegate. 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 club or skating school delegate unless the coach is an owner/director of a skating school.

**How do Skate Canada Coaches vote?**

Section Coaches’ votes are represented by the elected Region Coaching Representatives, who are delegates representing coaches within their assigned regions.

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

All delegates may declare an intention to vote via the Section website Annual General Meeting page.

**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, whether virtually or in-person is June 10 at 12:00pm (MT).

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

Not yet. All delegates must be confirmed by the clubs/skating schools they are representing before they can vote, and you must ensure you receive your token via email. This process must be finalized by June 10, 2022, at 12:00pm (MT).

All meeting attendance tokens and/or voting tokens will be issued by 12:00pm (MT) on Friday June 10, 2022. You will receive your voting token via email once it is confirmed by the club/skating school.

**How is a 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. The club or skating school must then confirm they accept the designated person as their delegate, completing the approval by clicking the link in the email. After confirmation is complete the delegate will receive their voting token via email.



## **Annual General Meeting – Frequently Asked Questions**

### **Saturday June 11, 2022**

### **1:30pm**

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

No. The Skate Canada: Alberta – NWT/Nunavut Section Office must first approve the request to participate as an observer. Once confirmed, the observer will receive a meeting token and is then ready to attend the meeting. All meeting attendance tokens will be issued by 4:00 pm (MT) on Friday June 10, 2022.

#### **May a proxy voter vote on behalf of a club or skating school?**

No. Proxy voting is not permitted.

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

No. Each delegate may carry one (1) vote.

#### **How does a club/skating school delegate vote?**

A person 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, whether the delegate attends the AGM in-person or virtually.

If you are attending in-person, you can use your handheld device to access the voting system.

#### **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
- Region Coaching Representatives – each of the eight (8) representatives has one (1) vote
- Skate Canada: Alberta-NWT/Nunavut Board of Directors - each Director has one (1) vote

#### **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 Section 5.3 Quorum define quorum as the following:

“A quorum for the transaction of business at an Annual General Meeting shall be by representation from twenty percent (20%) of persons entitled to vote in the Section.”

Persons entitled to vote may attend the meeting either in-person or virtually by logging into the voting system using their assigned token.

#### **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. You will be prompted to vote and will be notified when the vote opens, time remaining, and when the vote closes.



**Annual General Meeting – Frequently Asked Questions**  
**Saturday June 11, 2022**  
**1:30pm**

**How is attendance at the AGM recorded?**

A person 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. Attendance is recorded for all delegates and observers whether in person or virtual.

**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.

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

Yes. Delegates and Observers will be able to ask questions via text. The number will be published at the beginning and throughout the meeting.

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

All instructions for meeting access and voting will be emailed on Friday June 10, 2022. Delegates and observers will be required to log-in on Saturday June 11, 2022, by 1:20pm (MT).

*The meeting will commence promptly at 1:30 pm (MT).*

**I had registered to attend the AGM in person, may I change my attendance to online?**

There is no need to change your attendance. The token will work the same to sign into the meeting if you are in person or virtually.

**How do I access the meeting?**

The Skate Canada: Alberta – NWT/Nunavut Annual General Meeting may be attended in person or virtually, by accessing the live stream link using your assigned token (sent via email). All voting will be done by electronic ballot through Simply Voting, whether attendance is in-person or online.

**I am attending the AGM virtually; will the camera function be turned on for delegates and observers?**

No. The livestream link will be broadcasting the event and is not conducted via webinar.

Attendees accessing the AGM virtually will have the ability to view all presenters, presentations and hear all proceedings.



**Annual General Meeting – Frequently Asked Questions**  
**Saturday June 11, 2022**  
**1:30pm**

**I am having technical difficulties accessing the meeting, what should I do?**

If you are having trouble accessing the meeting, and you have confirmed you have an Internet connection (try to log into Google) please email [memberservices@skateabnwtun.ca](mailto:memberservices@skateabnwtun.ca) and we will attempt to help you. Always try to refresh your browser and sign back in.

**Will the meeting be recorded?**

Yes. The meeting will be recorded and can be made available upon request. Email request to [memberservices@skatecanada.ca](mailto:memberservices@skatecanada.ca)