



**AB | NT | NU**

**Special Meeting – Frequently Asked Questions**  
**Wednesday, December 4, 2024**  
**8:00pm MT**

**How do I register to attend the SPECIAL MEETING?**

The Special Meeting will be offered virtually. To attend the Special Meeting on Wednesday, December 4, 2024, at 8:00 pm MT all delegates and observers, must declare their intention to attend and if applicable vote prior to 12:00 pm (noon) MT on Wednesday, December 4, 2024.

**I am attending the SPECIAL MEETING virtually; how do I access the SPECIAL MEETING?**

Once your intention to attend the SPECIAL MEETING has been confirmed, you will receive an email with a meeting token via email that will allow you to gain access to the meeting. On the day of the SPECIAL MEETING you will receive the live stream link.

**Who may attend the SPECIAL MEETING?**

- Those entitled to vote
- Skate AB | NT | NU Employees
- Honorary Associates
- Skate Canada Registrants
- Skate Canada Coaches
- Parents/Guardians of Skate Canada Registrants
- Auditor
- Invited Guests

**Who may vote at the SPECIAL MEETING?**

Every club and skating school in the Skate AB | NT | NU Section is eligible for one vote; all Skate Canada Coaches in the Section are represented by their assigned Region Coaching Representative who may cast one vote and each of the Section 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 AB | NT | NU Board of Directors



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**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 AB | NT | NU 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.

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

Yes. The deadline for declaring an intention to vote at the SPECIAL MEETING, is December 4, 2024, at 12:00pm (noon) 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 December 4, 2024, at 12:00pm (noon) MT.

All meeting attendance tokens and/or voting tokens will be issued by 12:00pm (noon) MT on Wednesday, December 4, 2024. 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.



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

Not yet. The Skate AB | NT | NU 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 12:00 pm (noon) MT on December 4, 2024.

**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.

**What is the weight of each vote?**

- Clubs/Skating Schools - each registered club/skating school in Skate AB | NT | NU has one (1) vote
- Region Coaching Representatives – each of the eight (8) representatives has one (1) vote
- Skate AB | NT | NU 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 or Special Meeting shall be by representation from twenty percent (20%) 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. You will be prompted to vote and will be notified when the vote opens, time remaining, and when the vote closes.



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**How is attendance at the SPECIAL MEETING recorded?**

A person confirmed as a voter or as an observer at the SPECIAL MEETING will receive a meeting token. This token is required to gain access to the online meeting. Attendance is recorded for all delegates and observers.

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

A motion may be conducted at the start of the SPECIAL MEETING 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 SPECIAL MEETING. When will I receive information about how to join the SPECIAL MEETING online?**

All instructions for meeting access and voting will be emailed on December 4, 2024. Delegates and observers will be required to log-in on December 4, 2024, by 7:50pm (MT).

*The meeting will commence promptly at 8:00 pm (MT).*

**How do I access the meeting?**

The Skate AB | NT | NU Special Meeting is offered 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.

**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)