



## **CFUW 2020 Virtual Annual General Meeting**

### **Advisory #1**

As members are aware, the 2020 AGM will take place electronically this year. To that end, several advisories will be sent to you in the time leading up to the June 19 & 20, 2020 meetings and will include the following information:

- registration
- technical details on the webcast
- online voting and registration
- details for delegates with telephone-only access
- elections and nominations from the floor processes
- information for delegates who wish to speak in support or against a motion or resolution
- orientation/training sessions
- AGM agenda and relevant documentation for the meetings.

### **General Information**

1. The CFUW Annual General Meeting (AGM) will take place electronically this year on Friday, June 19, 2020 from 9:00 a.m. – 12 noon PACIFIC (12 noon – 3:00 p.m. EASTERN) and Saturday, June 20, 2020 from 9:00 a.m. – 1:00 p.m. PACIFIC (12 noon – 4:00 p.m. EASTERN).
2. The meeting will take the form of a webcast. (It is the same company, Chorus Call, that hosted our 2018 AGM). This means that people will need to have an internet enabled device (e.g., PC or MAC laptop or desktop, ipad, smart phone), to see the slides and hear what is being said. For those members without access to a computer, telephone access will be provided.

Members with limited internet access (e.g. dial-up access) or with no access to a computer can be provided with telephone -only access to hear the proceedings. Registration information for telephone only access will be provided in a future Advisory. Hard copies of AGM materials will be provided on request but only for those who do not have internet access.

3. Please ensure you have the appropriate equipment to engage in the AGM. To watch the webcast, you will need an internet enabled device. You may be able to access the link via mobile devices, such as an iPad or phones, but we do not recommend that you rely on these devices as we cannot guarantee they will provide access to the full range of participation tools. While many computers have speakers embedded in them, the sound will be better if one uses a telephone line.
4. To speak or engage in any debate during this meeting, you will need access to a phone line. A phone will act as your microphone.

## Registration

5. Registration opens May 11, 2020. Please ensure that you register to be a participant (voting and non-voting delegates) online at <https://www.eventbrite.com/e/cfuw-virtual-agm-2020-tickets-103467636486> by June 5, 2020. To do so, please include your name, club, voting or non-voting status. For step-by-step instructions on how to register, view the guide [here](#).
6. On June 8, 2020, you will receive a confirmation email that will include the link to the webcast and detailed step by step instructions on how to participate in the meeting. If you are the credentialed voting representative for your Club, you will receive additional voting instructions at that time.
7. If someone wishes to call in to listen to the meeting as opposed to participating with an internet enabled device, please contact Rachel Deneault at [cfuwgen@rogers.com](mailto:cfuwgen@rogers.com) to register. This should be done by June 5, 2020. We are encouraging people to use the listening option only if they are in a remote location and internet connections are poor. The reason for this request is that it is quite costly to use the listening-in function.

## Online Voting

8. The voting system is operated by Data on the Spot which conducted our voting at the 2019 AGM in Winnipeg. Their online voting system is highly secure. All the voting data is encrypted and can only be decrypted by their software.
9. Voting delegates will be asked to send in their voting credential forms to Betty Dunlop at [cfuwfls@rogers.com](mailto:cfuwfls@rogers.com) by June 5, 2020.
10. Voting delegates will have to have a second screen open on their computers in order to vote on any motions. More information on this will be forwarded in a later advisory.

## Motions and Questions of Privilege

11. For those people who wish to speak “for” or “against” a motion, for those using an internet enabled device, they will be able to use the “Call Me” function to put in their phone number and the operator will call them. An operator will ask you which side you are speaking on and this will be noted on the screen. As is usual, people will be allowed to speak for two minutes each. The operator will cut the speaker off if she exceeds this time limit. There will be a warning at the remaining 30 second point. The operator will then say time has expired and disconnect the speaker once the maximum time has been exceeded.
12. During the meeting, Questions of Privilege such as points of order and requests for information may be directed to the Parliamentarian Elizabeth Haynes through the messaging sidebar in the meeting webcast system. Usage of the messaging system will be included in the training/orientation as detailed below.

## Training/Orientation

13. Training will be offered to voting delegates. Note that when voting delegates receive their confirmation email, they will also receive a doodle poll to sign up for a training session. Training sessions will take place the week of June 8. We highly encourage voting participants to attend one of the training sessions so we can reduce all possible challenges to engaging in the Annual General Meeting.

### Timeline

Item #	Items	Date*	Submit to
1	Notice of AGM	April 17	_____
2	General Information, Advisory #1 and Credentials Form to Clubs	May 11	
3	Technical details about joining webcast and online voting – Advisory # 2	May 18	_____
4	Motions to be submitted to: Elizabeth Haynes, Parliamentarian and Robin Jackson	May 19	<a href="mailto:ehaynes@mnsi.net">ehaynes@mnsi.net</a>
5	Deadline for voting members and non-voting members to register for AGM	June 5	Rachel Deneault <a href="mailto:cfuwgen@rogers.com">cfuwgen@rogers.com</a>
6	Deadline to register for voting credentials	June 5	Betty Dunlop <a href="mailto:cfuwfls@rogers.com">cfuwfls@rogers.com</a>

7	Training will be offered to voting participants - notice to come from national office	Week of June 8	Rachel Deneault <a href="mailto:cfuwgen@rogers.com">cfuwgen@rogers.com</a>
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\*These are approximate dates