

Advisory #3- CFUW 2018 Virtual AGM Registration and Additional Details

This is the third Advisory in preparation for the 2018 CFUW Virtual Annual General Meeting (AGM) which will take place electronically on Saturday, June 23, 2018 from 8:30-1:30 PACIFIC (11:30-4:30 EASTERN).

The webcast will open 30 minutes in advance of the start time in order for participants to get any technical problems sorted out before the meeting starts. Please plan to log on at least 15 minutes in advance.

There will be a recess commencing at 10:30 PACIFIC which is 1:30 EASTERN which will be only for 40 minutes. During this time, voting for elections will take place.

If business is pending at 1:30 p.m. PACIFIC (4:30 EASTERN), a 15 minute recess will be called. It will be followed by a session of no more than 45 minutes.

Advisory #1 contains general information and may be accessed [here](#).

Advisory #2 contains information on technical details and may be accessed [here](#).

Training and Orientation Sessions

Registration to attend the AGM is currently open for all members at [this link](#). Registration closes on June 1, 2018. On June 8, participants will receive a confirmation email, a link to the webcast, instructions on how to participate in the meeting and a reminder to sign up for a training session. To register for the training session, email Jenna at cfuwgen@rogers.com and indicate the date, time, your club name and if you are a voting delegate.

There will be two training sessions offered to voting delegates and they may sign up for the date which is convenient to them. There will be two sessions offered for those participants who are not voting delegates but wish orientation on how to access the webcast.

The dates for **voting delegates** are:

- June 14 at 12:00pm EST
- June 18 at 4:00 pm EST
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Dates for **non-voting participants**:

- June 15 at 12:00 pm EST
- June 19 at 4:00pm EST

After June 8th participants will be sent a link from which to access the training session.

Online Voting

Only credentialed voting delegates are permitted to vote during the AGM. Each voting member will need access to a computer or laptop in order to vote. On your computer, you will log in to the “Turning Technologies” Website with your voter ID and password (which will be provided on or after June 8th). This will mean that voting delegates will have to have a second internet window or browser open on their computers in order to vote on any motions. The link for the webinar and your voting ID will be sent to your email. You will be able to access the links from any computer, whether or not you have registered on that computer, as long as you have access to the email address with which you registered. The only software required will be Adobe Flash player. Most computers have this installed already, but it may need to be upgraded. See instructions for downloading/upgrading Adobe Flash Player [here](#).

Proxy Voting

The Turning Technologies voting system requires that each voting delegate has their own unique log in credentials and an electronic device with internet connection (computer, iPad, mobile phone). Accordingly, individuals with multiple roles in CFUW (i.e. a national past president and a current club president) and any delegate who is voting as a proxy on behalf of another club would require a unique email and electronic device for each voting identity. Due to the complications this may cause, we recommend that, if possible, each individual votes with only one role (i.e. if you are a national past president and a current club president, consider having a different member of your executive vote on behalf of your club. This member would have to submit the credentials form with their email on behalf of the club). The credentials form may be accessed [here](#). The signed form should be sent to Betty Dunlop at national office, cfuwfls@rogers.com by June 1, 2018.

Considering that this AGM is held electronically, the goal is that many more clubs and members will be able to attend and there will be fewer proxy votes required.

Credentials Confirmation Receipts

If you have not received an email confirmation receipt within 48 hours of submitting your completed Credentials Form by email, please contact Betty Dunlop. Tel.: 613-234-8252 ext. 104; Toll Free number: 1-888-220-9606 or send a message to Betty at: fellowships@cfuw.org.

If you have mailed in the completed Credentials Form, please allow at least 7-10 business days for Canada Post delivery in addition to the 48 hours processing time for CFUW to send an email confirmation receipt.

Nominations from the Floor

It is possible to be nominated “from the floor” at an electronic AGM, following the same rules for nominations from the floor that apply in a face to face meeting. After the nominations report is delivered, the presiding officer calls for nominations from the floor

for each office. Nominations can be made until a motion to close nominations—either by assumed motion or actual motion—is adopted. The chair can do this by unanimous consent—if there is no objection the nominations will be closed—or by vote of the membership. The polls are opened for the election after the nominations are closed.

AGM Documentation

AGM documents will be sent out digitally to members and posted on the CFUW website.

Questions

Please contact Jenna Smith at cfuwgen@rogers.com about any questions.