

CFUW 2018 Electronic Annual General Meeting

Advisory #1

As members are aware, the 2018 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 23, 2018 meeting.

Advisory # 2 to be emailed April 16 will include registration and technical details on the webcast, online voting and registration for telephone-only access.

Advisory #3 to be emailed May 15 will provide details on how to sign up for the orientation sessions.

Advisory #4 to be emailed on June 8 will contain the agenda and relevant documentation for the meeting and any last minute details.

Any changes in the Advisory timetable will be communicated to you. There may be other Advisories issued if required.

General Information

1. The AGM will be from 8:30a.m. to 1:30p.m. PACIFIC which is 11:30a.m. to 4:30p.m. EDT.
 - a. 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.
 - b. 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.
 - c. 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. Any business not completed after this session "falls to the floor" and will not be discussed.
2. The meeting will take the form of a webcast. This means that people will need to have a computer to see the slides and hear what is being said.

Clubs are encouraged to invite their members to participate in the webcast as a group. With a large group using one computer, one person can be registered and the complete list of everyone in the room can be sent in to CFUW. If you plan on doing this, you must organize the logistics at your Club level. Depending on how many you are and what space you are in you may need additional equipment, such as a projector and larger speakers. You must also decide how you will address the way those wishing to speak will communicate - either by using multiple phones or organizing your own Club queue. Feel free to contact Jenna Smith, Member Engagement Coordinator for advice or ideas, but ultimately each Club must find a system that works best for their unique needs.

Members with limited internet access (e.g. dial-up access) 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 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 a computer, either a PC or a MAC and the computer must be connected to the internet. 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. For sound, you will need some type of speaker or earphones, either embedded in your computer or connected to it.
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 1, 2018. Please ensure that you register to be a participant (voting and non-voting delegates) online at www.eventbrite.ca by June 1, 2018. To do so, please include your name, club, voting or non-voting status.
6. On June 8, 2018, 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 a computer, please contact Jenna Smith at cfuwgen@rogers.com to register. This should be done by June 1, 2018. 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 Turning Technologies. Their online voting system is highly secure. All the voting data is encrypted and can only be decrypted by their software. They have never had a successful tampering of their voting system. In fact, large groups, such as the Conservative Party of Canada and the Ontario Bar Association use this voting system for their meetings.
9. Voting delegates will be asked to send in their voting credential forms to Betty Dunlop at cfuwflw@rogers.com by June 1, 2018.

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 the April 16 Advisory.

Motions and Questions of Privilege

- 12. It is requested that any motions to be addressed at the AGM be sent to the office at cfuwed@rogers.com and to Elizabeth Haynes, Parliamentarian at e.haynes@sympatico.ca by May 23, 2018.
- 13. For those people who wish to speak “for” or “against” a motion, one phone number will be provided. 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.
- 14. During the meeting, Questions of Privilege such as points of order and requests for information may be directed 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

11. Note that when you receive your confirmation email you will also receive a doodle poll to sign up for a training session. Training sessions will take place the week of June 11. We highly encourage participants to attend one of the training sessions so we can reduce all possible challenges to engaging in the Annual General Meeting. We need the cooperation of the membership in this training process to ensure full access to the webcast.

Timeline

Item #	Items	Date*	Submit to
1	Notice of AGM	March 21	_____
2	General Information, Advisory #1 and Credentials Form to Clubs	April 4	
3	Technical details about joining webcast and online voting – Advisory # 2	April 16	_____
4	Motions to be submitted to: Elizabeth Haynes, Parliamentarian and Robin Jackson	June 1	e.haynes@sympatico.ca cfuwed@rogers.com

5	Deadline for voting members and non-voting members to register for AGM	June 1	Jenna Smith cfuwgen@rogers.com
6	Deadline to register for voting credentials	June 1	Betty Dunlop cfuwfls@rogers.com
7	Training will be offered to all participants - notice to come from national office	Week of June 11	Jenna Smith cfuwgen@rogers.com

*These are approximate dates