

CFUW 2018 Annual General Meeting General Information

The CFUW Annual General Meeting (AGM) will take place electronically this year on Saturday, June 23, 2018 from 8:30-1:30 PACIFIC (11:30-4:30 EASTERN). There will be a one hour recess commencing at 10:30 PACIFIC (1:30 EASTERN). Election Polls will open immediately before the recess. They will close immediately following the recess. If business is pending at 1:30 PACIFIC (4:30 EASTERN), a half hour recess will be called. It will be followed by about a half hour session to complete the business agenda.

The following information is provided:

- **Notice** - Notice of the CFUW Annual General Meeting and business to be transacted has been provided and has met the requirement in CFUW bylaw 96 to do so ninety days in advance of the meeting.
- **Proposed Meeting Standing Rules** - The AGM proposed meeting standing rules will be emailed to delegates in an advisory note prior to the AGM, posted on the website and included in the emailed conference booklet for all delegates. The AGM proposed agenda will be finalized and circulated by email prior to the AGM. Both will be voted and approved at the AGM.
- **Voting** - voting will be done online. This means that voters who are authorized to vote must register by June 1, 2018 and will be given instructions on how to work with the online voting as well as how to access the webcast. There will be an Advisory email issued on voting details.
- **Organization of AGM** – In view of limited time, reports from the President, Executive Director, various Board members, the annual and Charitable Trust reports will be emailed before the AGM but not presented on June 23. The AGM will deal with the audited financial statements for the fiscal year May 1, 2017 to April 30, 2018; appointment of the auditors; proposed budget 2018/19, proposed motions from Clubs, proposed policy resolutions, article and bylaw amendments and proposed dues increase.
- This electronic meeting will be webcast over the internet. 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.
- **Circulation and Posting** - All AGM material will be emailed and posted on the public website under AGM 2018 as soon as it is available. Hard copies of AGM materials will be provided on request for those who do not have internet access.

- **Credentials Form** – The Credentials Form is included with this note and will be emailed again at a date closer to the AGM and will be posted on the Member Resource website. Each Club must complete a credentials/Proxy form so that its delegate or proxy may be credentialed for the votes to which the Club is entitled. Clubs unable to have a delegate at the meeting are reminded (1) to contact their RD or other eligible AGM voter, to carry their Proxy to vote on the resolutions and By-Law changes and (2) to give their proxy any instructions for voting according to the wishes of their Club. A copy of the completed credential/proxy form should be emailed to Betty Dunlop at cfuwfls@rogers.com by June 1, 2018. The form can be printed, the signature of the Authorized Club Officer added and the form can be scanned or a photo can be taken of it and sent to Betty Dunlop. Alternatively, the signed form may be sent by mail to Betty at CFUW, Suite 502, 331 Cooper Street, Ottawa, K2P 0G5 by June 1, 2018.
- **Questions** - If you have any questions, please contact Robin Jackson, Executive Director, at cfuwed@rogers.com. If the question is of a parliamentary nature, please contact Elizabeth Haynes, the Parliamentarian, at asktheparliamentaroam@fcfd.org