

LEAGUE REP - SSC AGM PREPARATION GUIDE

Refer to the SSC AGM Preparation Guide

The League Rep will take over the Elections

AGM

Follow the SSC AGM Agenda (BCF217). Make sure there is a quorum – check the SSC's Society Bylaw for the percentage to reach a quorum. Check Bylaws for the next step if quorum is not reached. Only screened members are allowed to vote. Parents are encouraged to attend but they have no voting rights. Financial statement presented must be less than 6 months old. Budget for the upcoming training year must be approved at AGM.

Election Procedures

Election must be conducted by a League Representative – (if no LR, an external individual to conduct i.e. BCPC League Member or another arm's length person). Election can be in person or virtual.

Ensure that there are a minimum of 3 Screened Members so that an election can be conducted. See the SSC's Constitution and Bylaws.

All nominees must be a Screened Member of the Society. No exception. Check the Screened Members list. Confirm if there are any proxies prior to the nominations.

Procedure:

- Current Directors resign from their positions. Meeting will then be taken over by BCPC representative.
- Nominations are called from the floor either self nominate, or another person nominates someone, but that person must accept the nomination. Do you accept this nomination?
- Nominations are called for – 3 times (Secretary to record list).
- Nominees must be present to acknowledge the acceptance of nomination. Otherwise, a written and signed proxy must be provided.
- After 3 calls, nominations are closed – confirm all nominations are screened members.
- If all positions are filled and no further nominations are brought forward, then acclamation is declared.
- If additional nominations are received, then elections go to a vote via closed ballot. Ballots will be handed out the information about how many to vote for the names of the persons who have been nominated. It is beneficial for the Screened Members to know who is standing for nomination, by way of a self introduction. The League Rep will ask an external individual to assist in counting the votes.

AGM can then be adjourned following the completion of Election.

CONGRATULATIONS!

You have just assisted in completing your SSC's AGM!