

2022 ANNUAL MEETING PROCEDURES

In preparation for the Ontario Cycling 2022 Annual Meeting, we have prepared the following information on the procedures for the event. Please review the following information and if there are any questions, please contact the Ontario Cycling Office via annualmeeting@ontariocycling.org .

Meeting Platform:

The Ontario Cycling Annual Meeting will be held via **Zoom** with voting being handled by Data on the Spot, a subsidiary of Simply Voting. A technician from Data on the Spot, will be running the voting for all motions and the election of directors.

Pre-Meeting Procedures:

- It is strongly recommended that you organize yourself the week prior to the event to ensure that you can easily access the event on the day of the meeting.
- You will require video capabilities as we will be sharing material on-screen.
- Zoom can be downloaded as an app on your computer or tablet
- Please make sure that you are registered with Zoom and can log in. As a security feature, only registered Zoom users may access this event, so it is imperative that you go online and register yourself for a free account prior to the event.
- Please review all documentation regarding motions and board nominees prior to the event.
- *You will be receiving an email from Data on the Spot, which is the company we are using to do our online voting with. Please make sure to register with their email links and confirm that they work. If you do not receive an email from them by **June 26th**, please contact the OC Office at annualmeeting@ontariocycling.org*
 - A video as well as pdf instructions have been included to show you how it works and what to expect.

Annual Meeting Day of Procedures:

- Please log in no later than **6:45pm**, so that we can make sure everyone is logged in and we can start immediately at 7:00pm.
- If you are representing an Ontario Cycling Club, please register yourself on screen *as your Club* and not by your name, as the Club is the Ontario Cycling Member, and we will need to identify you as your Club during the meeting (i.e.) Club "A" has moved the motion
- If you are an individual voting member, please make sure that you are identified onscreen with the name you are registered with through CCN
- Please make sure that you are in a quiet area with little distractions
- Please make sure that you are on a mute at all times unless you have been given the floor by the Chair to speak.
- In order to speak, you will be directed to "raise your hand" within the Zoom software and must be acknowledged by the Chair before speaking.

- The Zoom Chat Function will be disabled during the meeting, so you must raise your hand within the above direction, in order to participate.
- There will be a short session at the start of the Annual Meeting on how to engage and use the platform (i.e. raising your hand, how to vote, etc.)

Membership Rights & Voting Procedures

Each Registered Member in a voting category who is in good standing, shall have one (1) vote on each motion arising at the meeting.

Business Meeting Procedures:

Proxies:

- Registered Members who have a vote and are in good standing may designate their vote to a proxy holder prior to the Annual Meeting by using the Appointment of Proxy Holder form provided by Ontario Cycling
- A proxy holder must be at least eighteen (18) years of age and must be a registered member of Ontario Cycling.
- Proxy designations must be made using the Appointment of Proxy Holder form and must be submitted to the OC Office no later than two (2) business days before the meeting.
- Proxies are for one specific meeting only.
- A Proxy Holder who holds more than one proxy vote must vote with each proxy separately according to the direction which each proxy has been indicated.

Absentee Voting:

A Member may vote in writing in advance (Absentee Voting) of the meeting on published proposed resolutions and for the election of Directors by so indicating the vote to the Ontario Cycling offices seven (7) days prior to the meeting. This must be done through the process provided by Ontario Cycling through CCN.

Please note however, if a motion is amended at the meeting, the absentee ballots will not be counted as the motion originally voted for no longer exists.

Motions and Resolutions:

Throughout the meeting there will be standard motions (i.e. THAT the Agenda be approved as amended). The Chair will call for a mover and a seconder. This will be done by "**Raising your Hand**" in the Zoom platform.

Motions:

1. **Who Can Make a Motion:** Motions may *only* be made and seconded verbally by Voting Members. For an online meeting, those moving and seconding motions must be clearly recognized by their full name by the Chair to ensure the proper recording of business.
2. **No New Formal Motions:** Any motion that is not relevant to the business of the agenda is out of order and will not be entertained as those would be outside the scope of the notice.

Administrating a Motion/Resolution:

- Motion is read
- If you wish to speak, you must **Raise Hand** using the Raise Hand button in the Zoom software. This button is found within the Participants window (hover your mouse usually at the bottom/center of the screen) and below the list of attendees. Once you have pressed the button, the "Raise Hand" icon will show next to your name. *Please wait to be recognized by the Chair, then unmute yourself.*
- Any Voting Member who wishes to speak shall address the Chair (use Chair or Mr/Madam Chair) and identify themselves by their full name
- Discussion – please be specific: "I am speaking for or against" the motion, and
 - Briefly provide positive or negative support to the motion. Following acknowledgement from the Chair, if another delegate should speak on a point, you were about to make, please indicate that you are "in agreement with 'name'".
 - All remarks and questions shall be addressed through the Chair.
 - *Stay on Topic* – Speakers shall confine their remarks to the motion under discussion.
 - *Debate* – Debate shall be limited to one (1) minute for each speaker. No member may speak more than twice to the same question, except by consent of the Chair or granted by the members via a 2/3 vote without debate.
 - *Timing* – A maximum of ten (10) minutes will be allowed for discussion on each resolution unless extended via member request and approval by the Chair, or at the Chair's discretion.
- After speaking, please remute yourself and 'lower" your hand by pressing on the button again if you no longer wish to speak or have concluded.
- Chair will close discussion after an appropriate debate.
- Be respectful when speaking and avoid inflammatory comments or disruptive behaviour. *The Chair reserves the right to mute participants or remove them from the meeting.*
- After the discussion has closed and the vote has been called, please follow the instructions provided by Data on the Spot (*please see the video or pdf instructions provided separately*).
- Data on the Spot will provide the result
- Chair will announce "Carried" or "Defeated". In the case of a tie, the motion is defeated.

Voting of new Board Members:

- As part of the Annual Meeting package, the Nominations Committee has submitted a written recommendation along with the candidate profiles.
- The Nomination Committee Chair will introduce the list of candidates
- Candidates in attendance will be provided 2 minutes to speak to the members. Questions will not be entertained during these speeches.
- Nominations Committee will provide their recommendations
- Data on the Spot will provide the ballot
- Please choose 3 names for the 3 Director at Large positions

- Winners will be announced
- Board positions and terms will be determined at the next Board meeting and an announcement will be made to the members at that time.

Quorum

OC Bylaws state that quorum shall be one (1) percent of voting Members or twenty (20) voting Members, whichever is less.

If you have any questions, please contact annualmeeting@ontariocycling.org