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BCSS Annual General Meeting, May 12, 2018

Annual General Meeting Schedule

Fortius Sport & Health Burnaby

Friday, May 11, 2018	
12:00 - 3:45pm	Board of Directors Meeting
3:45pm - 4:00pm	Break
4:00 - 6:00pm	Joint Council Meeting (Sport Commissioners, Athletic Association Presidents, Advisory Committee, Board of Directors)
6:00pm - 8:30pm	Social

Saturday, May 12, 2018	
8:30 - 9:00am	Registration
9:00am	Breakfast/Awards & AGM



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Annual General Meeting Voting Information

Every Member School in good standing as of the date of notice (14 days prior to the meeting) is entitled to vote at the BCSS Annual General Meeting (Please refer to Bylaws Articles 3.2 & 5.4 regarding membership in good standing). Votes can be cast in **one of three** ways:

1. **Advanced Online Voting**

Member Schools can choose to be represented at the Annual General Meeting by advanced vote. Advanced votes must be cast prior to the Annual General Meeting. Results from the advanced votes will be added to those votes cast in person and will be tallied at the Annual General meeting. Pins & Instructions for advanced voting will be sent to each Member School's **Principal** prior to the Annual General Meeting. Member Schools that cast an advanced vote may:

- **NOT** grant its proxy to a proxy holder
- Attend the Annual General Meeting in person but are not eligible to vote or amend the previously submitted advanced vote. The Member School will not be counted towards quorum a second time.

2. **In Person Voting**

Every Member School is encouraged to have a Designated Representative at the Annual General Meeting. The representative must be a teacher or Principal assigned to that school, or employed by that school. Please fill out the **Designated School Representatives Form**, both the Designated School Representative and the School Principal must sign the form.

3. **Proxy Voting**

A member school can be represented by Proxy. The member school can assign their vote to a Designated Representative from another member school in the same BCSS designated zone who will be attending the meeting. Please fill out the **Proxy Vote Registration Form**, both the assigning and receiving schools Athletic Director and School Principal must sign the form. (Please see Bylaws Article 6: Voting at General Meetings for more information).

Advanced Votes may be cast from May 1, 2018 at 12:00pm - May 9th, 2018 at 12:00pm

(All times are in Pacific Daylight Time)

**IMPORTANT: SEND YOUR FULLY COMPLETED FORM(S) BY EMAIL TO INFO@BCSCHOOLSPO RTS.CA
NO LATER THAN 12:00 PM ON MAY 9TH, 2018.**

INCOMPLETE FORMS WILL NOT BE ACCEPTED!



BCSS Annual General Meeting, May 12, 2018

Designated Representative Voting Form

This form is to be used if a representative from your school will **attend** the Annual General Meeting on May 12, 2018 to vote on the proposed motions.

The voting form must be signed by your principal or you will not be allowed to vote at the Annual General Meeting.

Member School Name:	_____
Principal Name:	_____
Principal E-mail:	_____
BCSS Designated Zone:	_____

Representative Name: <small>(person attending the meeting)</small>	_____
Representative Title: <small>(Principal, AD, Teacher)</small>	_____
Representative Signature:	_____

I, the Principal named on this form, officially designate the Representative named above to vote in person on behalf of our Member School at the BCSS Annual General Meeting on **May 12, 2018**.

Principal's Signature: _____

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- Please submit this form by email prior to 12:00pm on May 9th, 2018.
 - The final deadline to register your school to vote and sign in as an attending delegate is **9:00am on May 12, 2018** at the Annual General Meeting, this includes delegates who have submitted their voting form prior to May 9th, 2018.
 - If you have submitted a completed voting form to the BCSS office prior to the AGM you are not required to bring the original from with you.
 - If you have **NOT** submitted your form prior to the AGM please bring the completed copy with you to the AGM in order to be eligible to vote.



BCSS Annual General Meeting, May 12, 2018

Proxy Voting Form

This form is to be used if you will be **sending a proxy vote** with a representative from a school in your zone who is attending the Annual General Meeting on May 12, 2018 to vote on the proposed motions.

Assigning School (the one not attending)

Member School Name: _____

We hereby assign our voting privileges for our school to: _____
(Receiving school)

Principal Name: _____ Athletic Director Name: _____

Principal E-mail: _____ Athletic Director E-mail: _____

Principal Signature: _____ Athletic Director Signature: _____

Receiving School (the one attending)

Member School Name: _____

Designated Representative Carrying Proxy (meeting attendee): _____
Note: Proxy's may only be voted on by the designated representative as appointed by the receiving school.

We agree to accept the proxy vote for the above-named Assigning School and to honour any instructions received regarding the Annual General Meeting, and the resolutions to be addressed at the meeting.

Principal Name: _____ Athletic Director Name: _____

Principal E-mail: _____ Athletic Director E-mail: _____

Principal Signature: _____ Athletic Director Signature: _____

- Please submit this form by email prior to 12:00pm on May 9th, 2018.
- The final deadline to register your school to vote and sign in as an attending delegate is **9:00am on May 12, 2018** at the Annual General Meeting, this includes delegates who have submitted their voting form prior to May 9th, 2018.
- If you have submitted a completed voting form to the BCSS office prior to the AGM you are not required to bring the original from with you.
- If you have **NOT** submitted your form prior to the AGM please bring the completed copy with you to the AGM in order to be eligible to vote.
- Schools receiving a proxy must be in the same BCSS designated zone as the assigning school.



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Travel Arrangements & Expense Claim Form

Zone A, B, C, D, E (Kootenay, Okanagan, Northwest, North Central & Vancouver Island)

BC School Sports will contribute \$75 per school representative that attends the AGM. Delegates are encouraged to carpool and share accommodations where possible. An Expense Claim Form must be submitted by **May 18, 2018**.

Zone F, G & Observers (Lower Mainland & Fraser Valley)

Representatives from these schools are not eligible for travel assistance.

Accommodations

The Lodge @ Fortius Sport & Health (3713 Kensington Ave, Burnaby BC V5B 0A7). Member school delegates and council members are responsible for their accommodation costs. Please contact Fortius Sport & Health directly to book rooms at a discounted rate (\$101/night + tax), **reference BCSS-AGM** when booking. Many rooms have two double beds allowing two delegates to easily share a room. If you will be sharing a room, please specify when making your booking request. Rooms will be held at this rate until **April 26th, 2018 at 4:00pm**. Your stay includes complementary Wi-fi, parking, and fitness centre access. To book please call 604-292-2500

AGM Meals

On Saturday May 12, 2018 a hot breakfast and lunch will be provided. All other meals are the responsibility of the delegate.

I certify that I have or will attend the AGM on behalf of _____
(School name)

I am the only person claiming the \$75 travel credit on behalf of the above mentioned school.

Attendee Name: _____

Mailing Address: _____

City: _____

Phone: _____

E-mail: _____

Make Cheque payable to: _____

If this form is received by BCSS before May 1, 2018 a cheque for \$75 will be available for pickup during registration at the AGM. Cheques for delegates who submit this form after May 1 will receive the cheque by mail at a later date.

Please scan and send the form to info@bcschoolsports.ca