

BCSS Annual General Meeting

May 12th, 2018
Fortius Sport & Health
Burnaby, BC



Package 1



2003A - 3717 Kensington Ave, Burnaby BC, V5B 0A7
604-477-1488 | info@bcschoolsports.ca | www.bcschoolsports.ca

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 - 6:30pm	Joint Council Meeting (Sport Commissioners, Athletic Association Presidents, Advisory Committee, Board of Directors)
6:30pm - 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!



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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: _____

-
- 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.



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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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Board of Directors Nomination Information

Duties of the Board of Directors

The Board of Directors is responsible for the oversight and strategic direction of BCSS, within the parameters of the membership-approved Constitution, By-laws, Operating Policies & Procedures and Competitive Rules & Regulations. The Board of Directors meet 5-8 times per year as required. In addition to these meetings, the Board may create ad-hoc committees to deal with certain issues, or Directors may be asked to represent BCSS at various meetings, championships and other functions.

Individuals interested in having their name put forward for the Board of Directors should speak to the Executive Director about the roles & responsibilities, workload and expectations.

Positions open for Election at the 2018 AGM for the 2018-2020 term

Position	To be elected by	Name of incumbent	Terms
President	The membership	Mike Allina	2 years
2nd Vice President	The membership	Mykola Misiak	2 years
Director at Large	The membership	Rick Thiessen	2 years
Director at Large	The membership	Brent Sweeney	2 years
Director at Large	The membership	Rick Lopez	1 year
Director at Large	The membership	Gerry Karvelis	1 year

Nomination Procedure

Nomination Forms must be received in the BCSS office by **March 16th, 2018** for the nominee to be listed on the ballot that will be sent to delegates in early April.

If more than one (1) nomination is received for the positions open for election by the membership, the election will be conducted by secret ballot as per the BC School Sports By-laws Article 7.11.

Nominees must sign the nomination form, or submit a letter indicating that they are willing to stand for office. Nominees do not have to be in attendance at the AGM.

For information on Board of Director positions and eligibility requirements for Directors, refer to BCSS By-law Article 7.3 or contact the BCSS office for information.



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Board of Directors Nomination Form

This form must be returned to the BCSS office by March 16th, 2018. Late forms will not be accepted!

For the position of:

- President
- 2nd Vice President
- Director at Large (2 year)
- Director at Large (2 year)
- Director at Large (1 year)
- Director at Large (1 year)

Nominee's Personal Information

Name: _____

Birthdate: _____

School: _____

Home Address: _____

City: _____

Home Phone: _____

E-mail: _____

Nominee Declaration

I confirm that I meet the requirements for election to the BC School Sports Board of Directors (By-law 7.3), and I agree to stand for the above noted position:

Signature: _____

Nominee's Qualifications for the Position

Please write a short bio in the box below that will be sent out to the membership for review in Package 2.



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Board of Directors Nomination Form

Please attach the following documents:

- Copy of the Nominee's Resume
- Photo of the Nominee

Nominator Information:

Mover: _____
Member School: _____
Member School Principal: _____
Mover Signature: _____

Seconder: _____
Member School: _____
Member School Principal: _____
Seconder Signature: _____

*Please scan and send all documents to info@bcschoolsports.ca. The deadline for receipt of Board of Director nominations to be considered at the 2018 AGM in **March 16, 2018**.*



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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 **May 8th, 2018**. 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 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



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Resolution Information

This form must be returned to the BCSS office by March 16th, 2017. Late forms will not be accepted!

Procedures for Submitting & Processing Resolutions

1. Resolutions to make changes to the BC School Sports Constitution, By-laws, Operating Policies and Procedures or Competitive Rules and Regulations, must be received in the BCSS office by **March 16, 2018**.
2. As per the BCSS By-laws, only pre-circulated resolutions will be dealt with at the AGM. Resolutions will not be accepted from the floor.
3. Resolutions can only be submitted by school-based representatives of BC School Sports Member Schools. The mover and seconder of a resolution must be from two different Member Schools. The Administrators' signatures from these two schools (indicating awareness of and consent for a resolution submission from their school) need to be included on the resolution form.
4. The Resolution Form must be completed in its entirety and contain sufficient information (rationale, statistics, data etc.) to enable BCSS to process the resolution. If necessary, add a second page for the rationale.
5. Resolutions will be emailed out and published to the BCSS website 21 days prior to the AGM. The resolutions will be presented to the membership at the Annual General Meeting for the membership's consideration and adoption, referral, tabling or rejection.
6. If a special resolution is passed at the AGM it will become effective when accepted for filing by the Registrar.



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How to Form - Writing a Notice of Motion

When writing a Notice of Motion please follow the format outlined on this form. **Incorrect or poorly written resolutions will not be accepted.**

BCSS AGM Resolution Submission Document - Due March 16, 2018

Current Policy (Policy Number & Name):

Enter the current Policy Name & Number from the BCSS Handbook

Enter the complete current Policy as it reads in the BCSS Handbook. If there is no current policy enter N/A

Proposed Policy: To add To remove To amend

Select one of the check boxes that fits the description of your proposed policy

Enter the proposed Policy in the same format as the BCSS Handbook. Remember to use Policy Numbers.

Rationale (Why this motion is being put forward):

- Provide detailed rationale as to why you are putting this motion forward
-
-

Intended Outcomes of the Motion (What is the desired effect of the change):

- Provide detailed information as to what you would like to see change as a result of the motion being adopted by the membership
-
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Notice of Motion - Special & Ordinary

This form must be returned to the BCSS office by March 16th, 2017. Late forms will not be accepted!

BCSS AGM Resolution Submission Document - Due March 16, 2018

Current Policy (Policy Number & Name):

Proposed Policy: To add To remove To amend

Rationale (Why this motion is being put forward):

-
-
-

Intended Outcomes of the Motion (What is the desired effect of the change):

-
-
-



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Notice of Motion - Special & Ordinary

Moved By:

Member School Representative:	_____
Representative Position:	_____
Member School:	_____
Representative Signature:	_____
Principal Name:	_____
Principal Signature:	_____

Seconded By:

Member School Representative:	_____
Representative Position:	_____
Member School:	_____
Representative Signature:	_____
Principal Name:	_____
Principal Signature:	_____

Please scan and send all documents to info@bcschoolsports.ca. Fax submissions will not be accepted