



BCSS Annual General Meeting, April 27, 2019

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).

Webinars - BCSS will be hosting two video webinars to provide school representatives the opportunity to ask any questions they may have surrounding the notices of motion being put forward at the 2019 AGM.

Webinar Information:

April 15 - 3:30pm: <https://zoom.us/j/684902676>

April 17 - 3:30pm: <https://zoom.us/j/172728062>

Advanced Votes may be cast from April 11, 2019 at 12:00pm - April 24, 2019 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 April 24th, 2019.

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 April 27, 2019 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 **April 27, 2019**.

Principal's Signature: _____

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- Please submit this form by email prior to 12:00pm on April 24th, 2019.
 - The final deadline to register your school to vote and sign in as an attending delegate is **9:30am on April 27, 2019** at the Annual General Meeting, this includes delegates who have submitted their voting form prior to April 27, 2019.
 - 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 April 27, 2019 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: _____ Meeting Attendee Name: _____

Principal E-mail: _____ Meeting Attendee E-mail: _____

Principal Signature: _____ Meeting Attendee Signature: _____

- Please submit this form by email prior to 12:00pm on April 24th, 2019.
- The final deadline to register your school to vote and sign in as an attending delegate is **9:30am on April 27, 2019** at the Annual General Meeting, this includes delegates who have submitted their voting form prior to April 27, 2019.
- 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, C, D, E, F, G (Kootenay, North Central, Northwest, Vancouver Island, Lower Mainland, & Fraser Valley)

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 10, 2019**

Zone B & Observers (Okanagan)

Representatives from these schools are not eligible for travel assistance.

Accommodations

The Cove Lakeside Resort is the designated AGM Hotel. Member school delegates and council members are responsible for their accommodation costs. Please contact BCSS (info@bcschoolsports.ca) directly to book rooms at a discounted rate. If you will be sharing a room, please specify when making your booking request. Rooms will be held at this rate until **March 25th, 2019**.

AGM Meals

On Saturday April 27, 2019 a hot breakfast and light 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 April 22, 2019 a cheque for \$75 will be available for pickup during registration at the AGM. Cheques for delegates who submit this form after April 22, 2019 will receive the cheque by mail at a later date.

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