



BC SCHOOL SPORTS

ANNUAL GENERAL MEETING

MAY 1, 2021

Virtual Meeting (Zoom)



MEETING PACKAGE 1
JANUARY 2021



Athletic Directors and Administrators,

Like last year, BCSS will be conducting its AGM virtually for the 2020-2021 year. This year's meeting will take place on May 1, 2021. Advanced voting will be available in the same format provided in previous years. Please read this page in its entirety for more information on the 2021 BCSS Annual General Meeting.

Within this document you will find the following information:

- Resolution Information
- How to Write a Notice of Motion
- Board of Directors Nomination Information Pathway A (Governance Proposal Carried)
- Board of Directors Nomination Information Pathway B (Governance Proposal Defeated)
- Board of Directors Nomination Form

Notices of Motion

We will be accepting Notices of Motion from any of our member schools until **4:00pm February 19, 2021**. Notices must be entirely completed including the appropriate mover, seconder, and required signatures. The mover will have the opportunity to speak to the motion at the Virtual AGM prior to the vote.

As the governance proposal is being brought to the membership at the 2021 AGM, all movers will have 3 options with when they want their motion heard, upon submission of the Notice of Motion each mover will have the choice of 1 of the following 3 pathways:

Pathway A: Motion will be heard if governance is PASSED

Pathway B: Motion will be heard if governance is DEFEATED

Pathway C: Motion will be heard REGARDLESS of the governance outcome

Board of Directors

We will also be accepting Board of Directors Nomination forms until **4:00pm February 19, 2021**. Nominations must be entirely completed including nominator and required signatures. It is recommended that all nominees and nominators read the Board of Director Nomination pages thoroughly as they provide more detail on the Board of Director requirements and composition in the situation that governance is passed or defeated.

If you require clarification or have questions on any of the contents of this package, please reach out to the BCSS Office and one of the staff members will be happy to help you.



BCSS Annual General Meeting, May 1, 2021

Resolution Information

The resolution form must be returned to the BCSS office by February 19th, 2021 at 4:00pm. Late submissions will NOT be accepted!

Procedures for Submitting & Processing Resolutions

1. Completed Notices of Motion 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 **4:00pm February 19th, 2021**.
2. As per the BCSS Bylaws, only pre-circulated resolutions will be dealt with at the AGM. Resolutions will not be accepted from the floor.
3. Notices of Motion 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 Notice of Motion submission from their school) need to be included on the resolution form.
4. The Notice of Motion 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. Notices of Motion 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. A special resolution passed at the AGM will become effective when accepted for filing by the Registrar.
7. An ordinary resolution passed at the AGM will become effective on August 1, 2021 unless otherwise stated in the motion, as per BCSS Policy.



BCSS Annual General Meeting, May 1, 2021

How to - 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 February 19, 2021

Current Policy (Policy Number & Name):

Enter the current Policy Name & Number from the 2020-2021 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.

Rationale (Why this motion is being put forward):

- Provide detailed rationale as to the reasons why the authoring of this motion is required
-
-

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

- Provide detailed information as to what outcomes do you desire to see as a result of the motion being adopted by the membership
-
-



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BCSS Annual General Meeting, May 1, 2021

Notice of Motion - Special & Ordinary

This form must be returned to the BCSS office by February 19th, 2021 at 4:00pm. Late forms will not be accepted!

BCSS AGM Resolution Submission Document - Due February 19, 2021

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):

-
-
-



BCSS Annual General Meeting, May 1, 2021

Notice of Motion - Special & Ordinary

Moved By:

Member School:	_____
Principal Name:	_____
Principal Signature:	_____
Athletic Director Name:	_____
Athletic Director Signature:	_____

Seconded By:

Member School:	_____
Principal Name:	_____
Principal Signature:	_____
Athletic Director Name:	_____
Athletic Director Signature:	_____

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



BCSS Annual General Meeting, May 1, 2021

Board of Directors Nomination Information - Pathway A

Duties of the Board of Directors

Pathway A for the Board of Directors Nominations reflects that the governance proposal was **PASSED**. This will have a direct effect on the number of positions available as well as the positions requirements and board composition.

The Board of Directors is responsible for the interpretation, implementation and enforcement of policies and rules as created by the Legislative Assembly. They also have the traditional responsibility for the traditional Board oversight of the organization which includes strategic planning, budget approval, managing risk, hiring and supervising the Executive Director, alignment of mission and vision and well as monitoring programs and deliverables. The Board of Directors meet 7-10 times per year with at least 4 in-person meetings. In addition to these meetings, the Board of Directors may create ad-hoc committees to deal with certain issues, or Directors may be asked to represent BCSS at various meetings, championship and other functions.

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

PATHWAY A will be the pathway taken in the event that the governance proposal is **PASSED** and the following positions will be brought forward.

Positions OPEN for Election at the 2021 AGM

Positions up for Election	Term
Director at Large A/AA - Admin	2 years (May 2021 - May 2023)
Director at Large AAA/AAAA - Admin	3 Years (May 2021 - May 2024)
Director at Large Rural/ Semi Rural	1 Year (May 2021 - May 2022)
Director at Large Section 2	3 Years (May 2021 - May 2024)
Director at Large Section 3 - female	2 Years (May 2021 - May 2023)

Section Directors will be on a rotation to ensure at least 1 of the 3 position is held by a female.

Positions NOT up for Election at the 2021 AGM

Position	Elected by	Name of Incumbent	Term
President	The Membership	Rick Thiessen	May 2020 - May 2022
Vice President	The Membership	Brent Sweeney	May 2020 - May 2022
Director at Large	The Membership	Annemarie Watts	May 2020 - May 2022
Director at Large Section 1	The Membership	Arnar Bernhardsson	May 2020 - May 2022

Terms may vary from 2021-2024 to achieve appropriate stager.

Definition of Rural: Municipal population of fewer than 15,000 - 29,999 and more than 85km from the nearest school within an urban municipality

Definition of Semi Rural: Municipal population of fewer than 15,000 and more than 125km from the nearest school in an urban municipality

Please check the [Rural Semi-rural school list](#) to see if your school qualifies

For the purpose of Governance schools will be classified using the following grade 8-12 enrollment ranges **A:** 1-165, **AA:** 166-475, **AAA:** 476-950, **AAAA:** 951+

Section 1: Okanagan and Vancouver Island Zones

Section 2: North Central, Northwest and Kootenays Zones

Section 3: Eastern Valley, South Fraser, Fraser North, and Vancouver Sea-2-Sky Zones



BCSS Annual General Meeting, May 1, 2021

Board of Directors Nomination Information - Pathway B

Duties of the Board of Directors

Pathway B for the Board of Directors Nominations reflects that the governance proposal was **DEFEATED**. This will mean that the board composition and number of positions will follow that of previous years.

The Board of Directors is responsible for the interpretation, implementation and enforcement of policies and rules as created by the membership. They also have the responsibility for the traditional Board oversight of the organization which includes strategic planning, budget approval, managing risk, hiring and supervising the Executive Director, alignment of mission and vision and well as monitoring programs and deliverables. The Board of Directors meet 7-10 times per year with at least 4 in-person meetings. In addition to these meetings, the Board of Directors may create ad-hoc committees to deal with certain issues, or Directors may be asked to represent BCSS at various meetings, championship and other functions.

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

PATHWAY B will be the pathway taken in the event that the governance proposal is **DEFEATED** and the following positions will be brought forward.

Positions OPEN for Election at the 2021 AGM

Positions up for Election	Term
Director at Large	2 years (May 2021 - May 2023)
Director at Large	2 years (May 2021 - May 2023)
Director at Large	2 years (May 2021 - May 2023)

Positions NOT up for Election at the 2021 AGM

Position	Elected by	Name of Incumbent	Term
President	The Membership	Rick Thiessen	May 2020 - May 2022
Vice President	The Membership	Brent Sweeney	May 2020 - May 2022
Director at Large	The Membership	Annemarie Watts	May 2020 - May 2022
Director at Large	The Membership	Arnar Bernhardsson	May 2020 - May 2022

Nomination Procedure

Nomination Forms must be received in the BCSS office by **February 19th, 2021 at 4:00pm** 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 Bylaw Article 7.3 or contact the BCSS office for information.



BCSS Annual General Meeting, May 1, 2021

Board of Directors Nomination Form

This form must be submitted to the BCSS office by 4:00pm on February 19, 2021. Late forms will not be accepted!

Pathway A (Governance Approved)	Pathway B (Governance Defeated)
<input type="checkbox"/> Director at Large A/AA	<input type="checkbox"/> Director at Large (2 year Term)
<input type="checkbox"/> Director at Large AAA/AAAA	<small>*3 Positions Available</small>
<input type="checkbox"/> Director at Large Rural/ Semi Rural	
<input type="checkbox"/> Director at Large Section 2	
<input type="checkbox"/> Director at Large Section 3	

If you want to be considered for either pathway, please check off applicable position in both pathways.

Nominee's Personal Information:

Name: _____
School: _____
City: _____
Cell 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 School Administrator Consent:

I confirm that _____ meets the requirements for election to the BC School Sports Board of Directors and I support them in their decision to become a member of the Board of Directors.

Administrator Name: _____

Administrator Signature: _____



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Board of Directors Nomination Form

Nominee's Qualifications for the Position

Please write a short bio in the box below that will communicate your experience with education and sports and why you are qualified to be a director on the BCSS Board (Maximum 750 characters).

Please attach the following:

- Photo (head shot) of the Nominee (Required)

Nominator Information:

Mover: _____

Member School: _____

Member School Principal: _____

Mover Signature: _____

Secunder: _____

Member School: _____

Member School Principal: _____

Secunder 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 2021 AGM is **February 19th, 2021 at 4:00pm.***