



Monday, August 12, 2024

7 pm Community Hall

Special General Meeting

AGENDA

Edmonton Evergreen Community Association

Special General Meeting Agenda

Monday, August 12 2024, at 7pm

1. **Call to order:**
2. **Introduction of Current Board Members & Guests:**
3. **Number of members in attendance:**
4. **Approval of Agenda for August 12, 2024, SGM**

Motion:

Seconded:

Current Executive Committee

- a) President - Current Sharon Banks
- b) Vice President - Current Amy London
- c) Treasurer - Current Al Innes
- d) Secretary - Current Shirley Van Doorn

Current Directors

- a) Fund Development – Al Innes
- b) Civics - Vacant
- c) Facilities – Vacant
- d) Membership - Current Rayla Hatto
- e) Sports – Vacant
- f) Programs - Current Scott Wilson
- g) Communications – Jordyn London

5. New Business

- a) **Amendments to the June 12, 2023 EECA Bylaws**

Proposed changes hi-lighted in yellow (Notes to explain the reasoning for these proposed changes are indicated at the end of each section hi-lighted in Turquoise)

ARTICLE 5 - MEETINGS OF THE ASSOCIATION

5.1 The Annual General Meeting (AGM)

5.1.2 Agenda for the Meeting

The Annual General Meeting deals with the following matters:

- adopting the agenda.
- adopting the minutes of the last Annual General Meeting.
- considering the President's report.
- reviewing the financial statements setting out the Association's income, disbursements, assets and liabilities and the auditor's report.
- appointing the auditors.
- Elections **(Nominating Committee see Section 6.7.4)**
- considering matters specified in the meeting notice.

NOTE: For the last 3 EECA Annual General Meetings the EECA Board of Directors have requested that Nominations be submitted through the Nominating Committee. In an effort to open up the Board positions to a variety of members ahead of the AGM. This gives more opportunity for a member who is interested in joining the Board to receive information on position they are interested in. The Nominating Committee can give the Member details on the responsibilities of that position, so that the Member can then make a fully informed decision as to whether or not they wish to be nominated for that Board Position. This also gives the Nominating Committee time to review nominees to determine if they fit the positions criteria (As per Section 6.7.4.2)

5.3 Proceedings at the Annual or a Special General Meeting

5.3.6 Voting

- Each Voting Member has one (1) vote. A show of hands decides every vote at every General Meeting. A ballot is used for elections that, **have more than one nominee for a position**, or if at least five (5) voting Members request it.
- The President does not have a second or casting vote in the case of a tie vote. If there is a tie vote, the motion is defeated.
- A Voting Member may not vote by proxy.
- Most of the votes of the Voting Members present decides each issue and resolution, unless the issue needs to be decided by a Special Resolution.
- The President declares a resolution carried or lost. This statement is final and does not have to include the number of votes for and against the resolution.
- Members may withdraw their request for a ballot.
- The President decides any dispute on any vote. The President decides in good faith, and this decision is final.

NOTE: In an effort to maintain integrity throughout elections when there is more than one Nominee on the slate for the same position. Ballots will be used rather than a show of hands. This will alleviate any ill will or peer pressure when voting.

ARTICLE 6 - THE GOVERNMENT OF THE ASSOCIATION

6.1 The Board of Directors

6.1.3 Composition of the Board: The Board consists of:

- the President.

- Vice-President.
- Secretary.
- Treasurer.

and any or all the following Directors:

- Facilities Director
- Fund Development Director/Gaming Chair
- Sports Director
- Civics Director
- Membership Director
- Program/Social Director
- **Communications Director**
- Other Directors at Large as determined by the board,
 - Directors at Large do not have a seat on the Board of Directors, unless voted on by the Board, but as with all members (as per Section 4.4.1) would be welcome to attend Board meetings.
- All board Members and any Directors at Large must be a member in good standing.

6.2 Election of the Directors and the President

All terms will be for two years:

6.2.1 The President, the Secretary, the Facilities Director, the Fund Development Director, **Communications Director** and the Sports Director have their elections in years with odd numbers.

NOTE: The Board has maintained a Communications Director position on the Board for a number of years. It was noticed that this position is not listed on the Bylaws. Your Communications Director's responsibilities include (but are not limited to);

- **Manages all aspects of the production and distribution of newsletter**
- **Manage website content and Social Media content**
- **Manages all aspects of other communication tools such as bulletins or news releases**
- **Act as media liaison as directed by President**
- **Manages appropriate advertising for the league**
- **Works with Program Director and others as required to promote events and initiatives**

6.6 Duties of the Board members

6.6.2 The Vice-President:

- presides at meetings in the President's absence. If the Vice-President is absent, the Directors elect a Chairperson for the meeting.
- replaces the President at various functions when asked to do so by the President or the Board.
- **Assumes any duties from the President as required;**
- is responsible for the annual review of the Bylaws, Policies and Procedures.
- is a member of the Executive Committee; and
- acts as contact for any unfilled board positions
- has signing authority
- carries out other duties assigned by the Board

NOTE: After reviewing the EFCL By-Laws template the EECA Board of Directors realized that this line was missing from the Current June 2023 By-laws.

6.7 `Board Committees

6.7.4 The Nominating Committee:

6.7.4.1 The Nominating Committee consists of the immediate Past President, or current President if the Past President is unavailable (Current President cannot Chair the Nominating Committee if their seat is up for renewal during the nominating period. The Nominating Committee may not contain any Directors whose positions are up for renewal during the nominating period), and two (2) other Members appointed by the Board.

The Nominating Committee will set the date and time for the Nomination Deadline for any of the positions that are coming up for election. This Nomination Deadline date must not exceed 72 hours prior to the Annual General Meeting.

There shall be no nominations of candidates for Directors accepted from the floor at the Annual General Meeting. Any individuals interested in filling a vacant board position can express their interest, at any time, to the President. The President will bring any such applications forward to a subsequent Board meeting and the Board will consider, and vote on accepting, the applicant for the position, according to the organization's bylaws.

6.7.4.2 Is responsible for:

- Preparing a slate of Nominees for the President Vice-President, Secretary, Treasurer and any Board (Director) Positions that are up for renewal (or any position in which a Director is resigning prior to their term ending)
- **Reviewing the eligibility requirements for each office to ensure that the nominee(s) meet these requirements.**
- Preparing a slate of Nominations for any vacant Director Position
- Orientating New Board Members; and
- Presenting Slate of Nominees at the Annual General Meeting.

NOTE: To ensure that both the Nominating Committee and Members have sufficient time to submit nominations and/or review position criteria and fulfillment obligations prior to the Annual General Meeting. Also see note section for above 5.1.2 for further clarification.

6. Audited Financial Statements Review – (Al Innes) Treasurer

NOTE: The EECA Financial Statements for 2023 were presented at the EECA Annual Meeting on June 10, 2024. Unfortunately, issues were raised with the audit process.

A second internal audit has been completed to be presented at the Special Meeting.

a) Motion to accept the financial statements presented:

Motion:

Seconded:

7. Adjournment