

Angus Glen Older Adults Club

2018 Board of Director Election - Election Notice

Election Meeting Date, Time and Location:

In accordance with the provisions of the Angus Glen Older Adults Club Constitution and Bylaws, an election of the Board of Directors will be conducted on Sunday October 21, 2018 at the Angus Glen Community Centre at 3990 Major MacKenzie Drive East, Markham, Ontario L6C1P8. The meeting is scheduled to start at 6:30 pm and end at 8:00 pm.

Board Positions, Duties and Term:

The election is for the following six (6) Board positions.

- President
- Secretary
- Treasurer
- Three (3) Non-Portfolio Directors (who shall be appointed by the Board to the positions of Vice-President, Membership Director and Program Director)

The duties of the above positions are detailed in AGOAC Bylaw 4.3. The information is provided in Attachment A.

The term of office shall be two years for all positions.

Voting Eligibility, Proof of Identification and Voting Method:

All members, who are on the membership list on September 11, 2018 (the official Record Date in accordance with Section.54 (1) of the Ontario Non-Profit Corporation Act), are eligible for voting.

All members attending the Election meeting must produce either the **official AGOAC membership card** or Official Receipt for verification and identification purposes. Failure to do so you will **not** be admitted into the meeting.

Voting will be conducted at the above location, specified date and time only. Eligible members must either attend in person or authorize **another eligible member** to vote on their behalf using the proxy form (described below). No other means of voting will be offered.

Nominated Candidates:

The following candidates have been duly nominated in accordance with Bylaw 5.3(b) (in no particular order):

President	Secretary	Treasurer	Non-Portfolio Directors
Kirk McDonald	Anny Chow	Cathy Wan	John Chan
			Fui Chong
			Daniel Eng

Proxy:

For eligible members who cannot attend the election meeting in person, they can authorize another eligible member to vote on their behalf using the proxy.

Each proxy will have the same voting rights of an attending member.

Each member can hold a maximum of five valid (5) Proxy Forms.

The proxy form is attached (Attachment B). Copies of the Proxy Form are also available at the Angus Glen Community Centre Office (second floor).

Only the prescribed Proxy Form in Attachment B can be used (**no other forms will be accepted**). It must be completed with **all** the following information for it to be valid.

- Name and membership number of the member authorizing the proxy.
- Name and membership number of the member being authorized.
- Signature of the authorizing member.
- Name of the authorizing member in PRINT form.
- Date when the form is completed.

Election Ballot:

A sample Election Ballot is attached. Please note that this is only a sample. The final version will have a different appearance.

The Election Ballot will be provided and is to be issued as follows.

- **Each AGOAC member** attending the election in person will be given **one Election Ballot**.
- **Each valid proxy** will be exchanged for **one Election Ballot**.
- On the Election Ballot, a member can choose to vote for the following **simultaneously**.
 - **One President Candidate** from the listed candidates. (not voting any candidate is also an option)
 - **One Secretary Candidate** from the listed candidates. (not voting any candidate is also an option)
 - **One Treasurer Candidate** from the listed candidates. (not voting any candidate is also an option)
 - **Up to 3 Non-Portfolio Director Candidates** from the listed candidates (one can vote for one, two, three, or none of the candidates). The elected Non-Portfolio Directors will be appointed by the Board to the non-portfolio positions of Vice-President, Membership Director and Program Director respectively.

Nomination Committee:

The Nomination Committee, which was nominated by the Board as per Bylaw 5.1 to be responsible for the nomination process, will conduct the election. The Committee consists of the chairperson, Mrs. Carmel Shum, and two committee members, Mr. George Chow and Mr. Shaowen Chen. Any inquiries on the election should be directed to the Nomination Committee. The Nomination Committee can be reached at nc2018@agoac.ca.

Announcement of Election Results:

Election results will be announced by the Nomination Committee after the votes are counted and the verification process is completed.

Candidate Information Day:

Since all six positions are already acclaimed, there will be **NO** Candidate Information Day. However, the Election Day will remain on October 21, 2018, 6:30 to 8:00pm.

Constitution and Bylaws:

The Constitution and Bylaws are available from the our web site www.agoac.ca

AGOAC

Dated: October 11, 2018

Attachment A –Board of Director Position Descriptions

The following are based on AGOAC Constitution and Bylaws:

Portfolio Directors:

- President – shall chair Board, Executive Committee and Membership Meetings, liaison with the City's Seniors Program Coordinator and sign the annual Partnership Agreement with City; report at the Annual General Membership Meeting the operation of the Club; represent the Club at public and official functions, and assume other duties requested by the Board.
- Secretary – shall maintain and record minutes of the meetings of the Board and of Membership Meetings, may also serve as corresponding Secretary for the Board; and assume other duties requested by the Board.
- Treasurer – shall maintain the CLUB financial accounting records and procedures – receive all CLUB monies, be responsible for the disbursement of CLUB funds as directed by the Board of Directors; and assume other duties requested by the Board.

Non-Portfolio Directors:

- Vice President – shall work with the President in the management of the affairs, programs and activities of the Club; chair meetings of the CLUB in the absence of the President; and assume other duties requested by the Board.
- Membership Director – shall be responsible for membership promotion and annual registration; maintaining current membership list and confidentiality; issuing membership cards, chairs the Disciplinary Committee.
- Program Director – shall coordinate with all Program Coordinators of programs and activities on the orderly usage of the facilities provided by City under the Partnership Agreement. In the event of disputes on use of facilities among Program Coordinators, shall arbitrate the issue in an open and fair manner, and to decide the program to use such facilities under dispute.

Attachment B – Directed Proxy Form (October 6, 2018)

Angus Glen Older Adults Club

2018 Election Directed Proxy Form

I, _____ (membership number _____), the undersigned member of Angus Glen Older Adults Club (AGOAC), hereby authorize _____ (membership number _____) to attend and vote on behalf of the undersigned at the AGOAC Election Meeting to be held at the Angus Glen Community Centre at 3990 Major MacKenzie Drive East, Markham, Ontario L6C 1P8, on October 21, 2018 at 7:00pm (Toronto Time) on the following items:

1. The election of the Board of Directors from the list of official nominees.

My proxy holder is directed to vote as follows:

For President _____ **(Please Print Name)**

For Treasurer _____ **(Please Print Name)**

For Secretary _____ **(Please Print Name)**

For Non-Portfolio Director: (Maximum of 3)

1) _____

2) _____

3) _____

(Please print all names)

2. All other matters that require voting at the meeting.

Signature of Member: _____

Name of Member (**please print**): _____

Date: _____

Please submit this proxy at the beginning of the Annual General Meeting of Members on October 21, 2018 to obtain a ballot.

Please note that this proxy form is subject to verification of member's name, membership number, and signature.

The proxy holder has a fiduciary duty to vote as directed by the member

Attachment C – Sample Election Ballot

(Note: this a sample, actual ballot will have a different appearance)

Sample Election Ballot (*Final Ballot Will be Different*)

Directions : Please mark your selection (s) with an “X” in the selection box provided. For example:

Xxx Yyy

President – select maximum 1 from the following candidates:

Aaa Bbb

Ccc Ddd

Treasurer – select maximum 1 from the following candidates:

Ddd Eee

Fff Ggg

Secretary – select maximum 1 from the following candidates

Hhh Iii

Jjj Kkk

Non-Portfolio Directors – select maximum 3 from the following candidates:

Lll Mmm

Nnn Ooo

Ppp Qqq

Rrr Sss

Ttt Uuu