

# Running an online Annual General Meeting

## *Kanata Beaverbrook Community Association*

*VI.0*

Tuesday, June 16, 2020

### **Introduction**

The new reality is most Community meetings can and will be online, including Annual General Meetings.

The complicating factor is how to do the following in a secure and recorded manner which was not originally considered in the KBCA bylaws in an online meeting.

- Raise and second motions (for approval)
- Voting
- Election of Directors
- Recording the minutes

The goal is to keep within the intent of the existing KBCA bylaws, using alternative techniques available online.

While there are some AGM software applications available, they are very expensive and geared to multi-national sized organizations.

None of the current versions of Zoom, GoToMeeting, Microsoft Teams, Google Meet, etc. have provisions for voting and elections in a guaranteed/secure manner.

So we are going to improvise with the tools at hand, including use of an email address used exclusively for recording votes for the KBCA

[vote@kanatabeaverbrook.ca](mailto:vote@kanatabeaverbrook.ca)

### **Procedures**

The main changes for online are:

- To allow voting via a combination of the online tool chat window a vote email address and verbal declaration of the vote by the participants vs. raising of hands
- How to register for the meeting/voting and proxy votes (by email)

- How the meeting is recorded

### **Registering to participate as a member**

A notice will be put out asking those who wish to attend to register by email, asking for their name, address (in Beaverbrook) and phone number

Those who are registered will receive an online meeting invitation, which will include the web link to participate on computer, tablet or smartphone for video and audio or by smartphone or touch tone phone for audio only.

### **Recording, Minutes**

The meeting video/screens, audio, documents presented (and updated during the meeting) and chat window will be recorded using the online tool recording capabilities. Minutes will also be captured by a AGM meeting secretary who attends the AGM.

Final minutes will be created from the meeting recordings and minutes captured by the secretary. A written transcript for the AGM is required for the City of Ottawa

### **Voting**

Members will have 3 options for Voting.

- Verbally (via audio) during the meeting after identifying themselves by name
- Via the online meeting text “chat” tab/window in the online meeting tool.
  - ◇ If you wish to use chat, but have your vote remain anonymous open the “participants” tab in the online meeting tool select the meeting chair/moderator (.e.g. Neil Thomson) in the Send To menu at the bottom of the Chat window to send your vote
- By email to [vote@kanatabeaverbrook.ca](mailto:vote@kanatabeaverbrook.ca), with the motion of the topic and their vote and contact information in the title or body of the email

**Note** if a vote is close, the results will not be known until after the AGM in order to have all votes counted from all sources including email

Votes will be asked for as follows:

#### *Motions*

- For, Against, Abstain. These will be recorded for the minutes  
The motion will then be declared as carried or defeated

#### *Elections*

- Candidates will be announced for which votes for will be asked

Votes will be counted and winners declared

#### *Who can vote:*

- Only Members of the KBCA (Beaverbrook residents) can vote. This includes association Directors who live in Beaverbrook. This requires that you be a resident of Beaverbrook

- Registered meeting participants will be asked to respond to the Meeting Notification with their name, address and phone number (for proof of living in Beaverbrook) in order to have their vote counted. This can be done up to end of day Friday, June 19, 2020 (e.g. one day after the meeting)
- There is only one vote per household, one vote per landlord (e.g. landlords do not get a vote for each dwelling on their properties)

### **Proxy Voting**

KBCA members can proxy their votes to another KBCA member by documenting

- Person delegating their vote to another member by proxy
  - ◊ The member name, address, phone and email
- Person who will hold the proxy
  - ◊ The member name, address, phone and email

This can be done by

- A physical signed letter - which needs to be scanned and sent to the KBCA @ [vote@kanatabeaverbrook.ca](mailto:vote@kanatabeaverbrook.ca)
- An email [vote@kanatabeaverbrook.ca](mailto:vote@kanatabeaverbrook.ca) from the person delegating their vote (proxy)

A maximum of 15 proxies can be held by any one member

### **Motions**

Motions will be made from the KBCA directors related directly to the meeting or can be made from the floor. They require

- Mover (verbally or by chat window)
- Seconder (verbally or by chat window)

Once seconded a vote will be called

### **Directors (Elections)**

Existing directors and positions will be declared and existing directors asked if they are willing to stand for the next year or decline.

An ask will be made for open and existing positions (Secretary, Treasurer, Communications, ...)

A vote will be held for any position for which more than a single existing director or new candidate contests a position

Otherwise the positions will be declared by acclamation

### **Quorum**

Registered members of the association who are not association Directors or contract employees must outnumber the number of Directors in the meeting in order to reach Quorum.

This includes members who have delegated their vote(s) by proxy.

