



NCLGA 2020 ONLINE & VIRTUAL AGM PROCESS & PROCEDURES REFERENCE MANUAL

If you have questions regarding the AGM process, please contact us at admin@nclga.ca.

ONLINE VOTING PROCESS

June 15-22 Review AGM materials

Members will have one week to review the AGM materials posted on NCLGA's website:

- 2019 AGM minutes
- 2020 annual report
- AGM process and procedures reference manual and accompanying nomination and consent forms

The time to review these documents will vary per person.

June 18 Deadline for Comments and Off the Floor Nominations

Members will have the opportunity to forward recommended revisions for the 2019 AGM minutes, and comments for the 2019/2020 financial statements and 2020/2021 budget to NCLGA by **11:59 pm on June 18**.

Off the floor nominations for President, First Vice-President, Second Vice-President, and Director at Large positions on the NCLGA Board will also be accepted until **11:59 pm on June 18**. Please refer to the "*Off the Floor Nominations*" section of this document for info.

Members are requested to email their comments and completed nomination and consent forms to admin@nclga.ca.

June 23-25 Slate 1 Online Voting – AGM Materials and Executive Positions

Simply Voting will be used as the online voting platform for the NCLGA 2020 AGM. **To become familiar with Simply Voting, please view the following sample demos:**

<https://www.youtube.com/watch?v=Z1S7d5xwfX8>

<https://demo.simplyvoting.com/>

Elected officials from NCLGA member communities will each receive an email invitation from Simply Voting by **9:00 am on June 23**, which is when online voting opens for slate 1.

The email will include the following:

- NCLGA Simply Voting website
- individual elector ID
- individual password

Voters will select the election - **“NCLGA 2020 AGM”**.

The online ballot will require voting on 10 topics (see below). Voters will be able to cast their ballot anytime over the 3 day voting period. It is expected to take **5-10 minutes. Slate 1 online voting closes at 11:59 pm on June 25.**

- 2019 AGM Minutes
- President’s Report
- Advocacy Report
- 2019/2020 Financial Statements
- 2020/2021 Budget
- Appointment of Auditor/Accountant
- 2020/2021 Resolutions
- Election of 2020/2021 President
- Election of 2020/2021 First Vice-President
- Election of 2020/2021 Second Vice-President

Bios and photos for advance and off the floor nominees for the NCLGA Executive will be posted as hyperlinks next to each election candidate. Any requested amendments to the 2019 AGM minutes, 2019/2020 financial statements, and 2020/2021 budget will be available as hyperlinks next to “approve with amendments”.

Voters will be able to review their responses prior to final submission. Upon submission of the ballot, voters will be issued a receipt and blocked from voting in this election again. All results are encrypted and anonymous.

June 29-30 Slate 2 Online Voting – Directors at Large

Elected officials from NCLGA member communities will each receive an email invitation from Simply Voting by **9:00 am on June 29**, which is when online voting opens for slate 2.

The email will include the following:

- NCLGA Simply Voting website
- individual elector ID
- individual password

Voters will select the election - **“NCLGA 2020 AGM – Directors at Large Election”**.

Voters will be able to cast their ballot anytime for the three Director at Large positions over the 2 day voting period. Voting is expected to take **2 minutes. Slate 2 online voting closes at 11:59 pm on June 30.**

Once again, bios and photos for advance and off the floor nominees will be posted as hyperlinks next to each election candidate.

July 3 Closing Ceremonies Zoom Webinar

NCLGA will host a webinar from **12:00–1:00 pm** to announce the results of the AGM and introduce the 2020/2021 Board of Directors. The outgoing and new President will provide personal remarks. Recipients of the Community Leadership Awards will also be celebrated.

Please click on the following link to register to attend this webinar:

<https://us02web.zoom.us/meeting/register/tZAof-GrpzgrEtNilCgIWkg9HaXw01m6SQEH>

After registering, you will receive a confirmation email containing information about joining the meeting. If you need any assistance connecting to the webinar, contact admin@nclga.ca.

OFF THE FLOOR NOMINATIONS

The following Executive positions are open for “off the floor” nominations:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3)

Each candidate must be an elected official from a NCLGA member local government or First Nation. A candidate must be nominated by one elected official from a NCLGA member local government or First Nation.

Candidates are requested to forward the following information to admin@nclga.ca by **11:59 pm on June 18.**

- Portrait photo (JPEG format and 300 ppi resolution)
- Biography (maximum 300 words)
- Completed nomination and consent forms. Please download these forms from <https://www.nclga.ca/conventions/2020-agm-and-convention>
- Optional 2 minute video/speech with link to the video.

To learn about the responsibilities and expectations of each position, please refer to the Terms of Reference below.

TERMS OF REFERENCE

For Positions on the Executive of the North Central Local Government Association

General obligations for Executive Committee members:

- Members of the NCLGA Executive are expected to consider the concerns of the entire NCLGA area when participating at the NCLGA table or representing the NCLGA at events and workshops.
- All Executive members will be expected to attend 4 – 6 “In person” meetings throughout the year. Most meetings are held in Prince George, but it may be necessary for meetings to be held in other locations. Members will also be expected to attend “conference call” meetings, as needed.
- Executive members will confirm attendance or express regrets for all scheduled meetings.
- Each Executive member will sit on at least one working committee. Meetings will be held by phone, or in person in conjunction with an Executive meeting. E-mail communication will also be used.
- Executive members will be aware of, and follow NCLGA policy and by-laws.
- Executive members will be required to use e-mail and the internet for internal board communications.

In addition to the general requirements listed above, specific obligations are attached to the following positions. There are no additional obligations for Director at Large positions.

President:

- Chair meetings of the NCLGA Executive.
- Act as the main spokesperson for the Association when speaking to the media, membership, public, and other levels of government.
- Act as the Area Association representative on the UBCM Board of Directors.
- Provide direction to staff between Executive meetings.
- Ensure Executive input into the content of media releases.

First Vice President: Acts on behalf of the President in his/her absence. Sits as a table officer on the Executive Committee and on either the Finance or Governance Committees, subject to their interest and experience.

Second Vice President: Acts on behalf of the President in the absence of the Vice-President. Sits as a table officer on the Executive Committee and on either the Finance or Governance Committees, subject to their interest and experience.

Regional Representative: In addition to the general requirements, the Regional Representative is responsible for the following:

- Providing a conduit between the membership (municipal councils and regional boards) and the Executive by reporting out to the members within their area and by bringing the concerns of these members to the Board table.
- Bringing the perspective of the members within the region to the Board table.
- With the approval of the President, may be asked to speak on behalf of the Association to the members, media, public, or other levels of government.

A Note about Regional Representatives:

In regards to the NCLGA Regional Representative positions, our bylaws were revised in 2018. Under the revised bylaws, Regional Representatives shall be ***appointed*** by their respective Regional District or Regional Municipality.

Regional Representative Appointee Nominations for Executive Positions:

NCLGA accepts nominations for Regional Representative Appointees who would like to run for any of the Table Officer positions or Director at Large positions. If a Regional District chooses to nominate their appointee for one of the other Executive Positions, they should appoint a **substitute representative** and notify NCLGA of their choice by **11:59 pm on June 18**.

If the Regional Representative is successfully elected to a Table Officer or Director at Large position, the substitute appointee will automatically step into the position.