**AGM 2024 – AGENDA/Procedures**

**Opening remarks/Welcome: at 10AM**

- Introduction of Executive

**Minutes of 2023 AGM to be read**

1. Errors or omissions

2. Motion to adopt the 2023 AGM minutes as read **(all in favor)**

3. Business arising from the minutes

**New business:**

1. Budget 2024-25 **(all in favor)**

2. New initiatives:

3. Questions from the floor

**Presentation of Annual Report** **(all in favor)**

1. President

2. Vice-President

3. Other Exec Reports will be included within the AGM report.

**Meeting turned over to the Election Chairman**

**Election:**

* **President; 1 year term**
* **Director – Adult Programs; 2 year term**
* **Recreational Micro and Youth Program Director; 1 year term**
* **Safety and Risk Management Director; 1 year term**
* **Facilities Manager; 1 year term**
* **Vice-President; 2 year term**
* **Director – Youth Competitive Programs; 2 year term**
* **Equipment Manager; 2 year term**
* **Referee and chief; 2 year term**

**Off-term positions:**

* **Secretary; 1 year term**
* **Treasurer; 1 year term**
* **Public Relations/Communications Director; 1 year term**

**1. Opening remarks/Welcome**

- introduction of all execs for this year

- thank you for their hard work and dedication

- thank you to all the people that volunteer this year

**2. Apologies for Directors unable to attend.** Names are read out and recorded.

**- Minutes of 2023 AGM to be read**

**- Errors or omissions**

**- Motion to adopt the 2023 AGM minutes as read (Proposer and a seconder)**

**- Business arising from the minutes**

**3. New business:**

1. New Budget requiring approval

- Questions from the floor:

**4. Presentation of Annual Report by each Director, if present.**

1. President Report and thanks to all who have helped this year.

2. All other Executive Director reports will be available for review.

**5. Election - process**

**Note: All directors that no longer hold a position on the board of Director leave the head table.**

**The President turns the meeting to the Election Chairman**

**ELECTION CHAIRMAN**

1. Election Chairman – … Julie Cote ……………………

2. Election of Directors will be done in order described in the constitution.

3. Voting by show of hands when only one nominee. If there are two nominees, voting will be done by a secret ballot.

**Order of election:**

In accordance with the RUSC constitution, election will be conducted in the following order for the following positions:

**Election:**

* **President; 1 year term**
* **Director – Adult Programs; 2 year term**
* **Recreational Micro and Youth Program Director; 1 year term**
* **Safety and Risk Management Director; 1 year term**
* **Facilities Manager; 1 year term**
* **Vice-President; 2 year term**
* **Director – Youth Competitive Programs; 2 year term**
* **Equipment Manager; 2 year term**
* **Referee and chief; 2 year term**

**Off-term positions:**

* **Secretary; 1 year term**
* **Treasurer; 1 year term**
* **Public Relations/Communications Director; 1 year term**

**Nomination and voting process**

Do I have a nomination for the position of (insert role)?

After no more names come forward, you must say the following three times:

Do I have a nomination for the position of (insert role)?

Do I have a nomination for the position of (insert role)?

Do I have a nomination for the position of (insert role)? The nomination for the position of (insert role) is now closed.

If only one person is nominated, then the Election Chairman says: Congratulation XXXX, you are now the (insert role)

If there is more than one person, then you will do a vote by secret ballot.

**Upon completion of the election the Election Chairman turns the meeting to the new President and Executive.**

**President or Vice-President**

Thanks to the Election Chairman

The President congratulates all Directors and on behalf of all the Directors extend thanks to the assembly for coming and showing their support. The new Directors will discuss informally and determine a meeting date and time that will be convenient to all.

Need a motion to adjourn the 2023 AGM (Proposer and a seconder)

Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seconder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All in favour ... oppose…. Meeting is adjourned. Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONSTITUTION**

Board members are elected for two-year terms, effective the date of election. Elections for the position of President, Secretary, Treasurer, Recreational Mini Program Director, Public Relations/Communications Director, Safety and Risk Management Director, and Facilities Manager, shall be held at the AGM in odd-numbered years (2015, 2017, 2019, etc.). Elections for the remaining positions shall be held at the AGM in even-numbered years (2016, 2018, 2020, etc.).

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Election Odd years

President

Secretary

Treasurer

Director – Recreational Micro/Youth Program

Director - Public Relations/Communications

Facilities Manager

Risk & Safety Management

Election Even Years

Vice President

Director – Representative Program

Director – Adult Program

Referee-in-Chief

Equipment manager