



March 16, 2020

To: All SSA Members

Re: Online Annual General Meeting

PLEASE READ CAREFULLY, READ THE ENTIRE DOCUMENT AND RESPOND IN A TIMELY MANNER TO ALL REQUESTS

We thank you in advance for your cooperation to hold the Annual General Meeting via an online format. During these extraordinary times, by adopting this format, Saskatchewan Soccer is doing our best to model behaviors that are required in society at this time; to avoid large gatherings, prevent unnecessary travel and interactions and to model social distancing.

In this communication you will find information on the logistics for the online AGM, online voting process for Board of Director Candidates, number of votes your organization has for block voting and the new voting declaration form that must be filled out. Full details on each of these items are below.

AGM Meeting Details

Zoom Link

A Zoom link will be shared with all Member Organizations that have registered their delegates as noted herein.

Meet the Candidates

As originally planned, prior to the AGM, SSA will host a Meet & Greet. Candidates for election will be given 2 minutes each to outline their interest in serving on the Board.

This session will take place at 9:30 a.m. Candidates will be available for your questions until 10:00 a.m. when we will begin formal AGM preparations.

Pre-AGM meeting preparation:

All Authorized Voting Delegates (AVD) are asked to be on the line by no later than 10:10 a.m. so that we can sort out any issues prior to 10:30 a.m. start.

During the meeting all those on the line are asked to be in a quiet location with a secure internet connection (e.g. not driving or on cell phones where signals may be interrupted). We will ask all delegates to keep their systems on MUTE when they are not speaking.

Annual General Meeting

Saturday, March 21, 2020 - 10:30 a.m.

Original [AGM Formal Notice & Working Papers](#)

Lisa Bagonluri will open the AGM at 10:30 a.m., the Chair will confirm all AVD are ready to proceed by undertaking roll call. AVD that arrive late and are not available for roll call at the start of the AGM will not be able to vote.

Quorum, along with the total votes, majority vote totals to pass and two-third majority vote totals to pass, will be confirmed.

The Chair will ask for Members to **UNMUTE** and **VERBALLY MOVE AND SECOND** for each required item within the agenda. Then there will be a call for discussion prior to each Vote.

The Chair will ask **ALL IN FAVOUR** and members will respond verbally.

The Chair will also ask for those **OPPOSED**. Members that are in opposition to a motion will be asked to state their **name, organization and total votes** so that we may determine if the motion is passed.

The Annual General Meeting Agenda will remain the same. As per the requirements of the Non Profit Act, the only matters that may be discussed during the formal AGM are those items that have been proposed 90 days in advance and circulated to membership 15 days in advance. As such there will be no Old or New Business conducted.

Agenda

- 1. Call to Order**
- 2. Greetings from the Chair**
- 3. Roll Call**
- 4. Minutes of the 2019 Annual General Meeting**
- 5. Approval of Agenda**
- 6. Report of the Board**
- 7. 2019 Audited Financial Statements**
- 8. Appointment of Auditors for 2020**
- 9. Amendments to the By-laws**
- 10. Election of Directors and Officers**

Election Protocols

SSA has contracted the services of [ElectionBuddy](#), a Canadian company located in Edmonton, Alberta that has managed thousands of online elections for a variety of organizations, including Not-for-Profits, to manage the election of the SSA Board of Directors. ElectionBuddy will aide in managing the creation of the election and to ensure complete confidentiality will manage the tally and distribution of the election results.

A number of SSA staff, as well as Board members took part in a trial of the ElectionBuddy software and are confident the utilization of this software will allow us to conduct an election with complete integrity while also being easy to use.

Voting Process

Each Member Organization will select an Authorized Voting Delegate and provide the contact information to the SSA by completing the form below. The AVD will carry the entire weighted vote of the Member Organization and will be responsible for the elections voting and must be at a location where they can retrieve emails from the email account provided.

On the day of the AGM, once roll call has been finalized, the confirmed list of voting AVD will be added to the ElectionBuddy software. A link will be sent out to each Member Organization AVD via email, which will include login credentials.

Upon logging in the delegate will be presented with a list of the 7 SSA Board of Director Nominees and will be asked to choose up to ONLY 5 candidates. The platform will not allow Members to vote for more than 5 candidates. If you make a mistake you can still adjust your vote. Once your selections are final you will be asked to confirm your vote. PLEASE NOTE: once you confirm your vote, no changes can be made.

Each AVD will receive the entire weighted vote of the organization. For example: if a Member Organization has a total of 3 votes, each candidate the AVD selects will receive 3 votes.

Once the voting is completed the staff at ElectionBuddy will circulate the election results.

A message from ElectionBuddy regarding their security is listed below:

"We use PCI standards around security of information and related processes. There is no guarantee that anything on the internet is 100% safe. However, we put in place significant safeguards to protect our customer's data. More details about security process are detailed at <https://electionbuddy.com/security>.

We are based in Canada, so right now, Canada's law under PIPEDA (the Personal Information Protection and Electronic Documents Act) was strong enough to satisfy that any data transferred to you would be adequately protected.

We also do not "sell" or use the information you provide for any purposes, other than helping manage your election. Please see our [Privacy Policy](#). As well, feel free to review our [Terms of Service](#) for other questions you may have."

Once the vote is complete and the results announced the formal AGM will be adjourned.

In order to ensure the online AGM is managed efficiently we request Membership's full support to respond to the following requests:

1. Single spokesperson and Block Voting - we would request that all Members designate a single spokesperson for the Online AGM.

2. **Early Registration** - we would request that all member organizations complete the voting declaration form by **noon Thursday March 19**. This extra day will allow us to properly prepare.

3. Provide an Email address - you **MUST** include an email address for your voting delegate to ensure that we can get the proper links to them in a timely manner.

We have updated the [Voting Information and Requirements for the 2020 Annual General Meeting Document](#). Please read this document for the updates that go along with the online format. A new Voting Declaration Form is included in this document.

If you have already submitted your forms please re-submit with the new information that has been requested.

Open Discussion with Membership

Once the AGM is adjourned SSA Board and Staff will remain on the line to discuss the impact of COVID19 and consider next steps for staying connected during this challenging time.

Please be advised - SSA will be preparing for future online sessions to replace education sessions that would have occurred at the in-person AGM. It is not known at this time if all originally scheduled sessions will be held but we will communicate these opportunities when they become available.

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