

Meetings of Members

Notice of Meeting

As per OACETT By-law 20, Article 7.2.1, "Notice of the annual meeting and of any special meeting shall be given not less than thirty (30) days but not more than fifty (50) days before the date of the meeting...and shall state the nature of any special business to be transacted at the meeting in sufficient detail to permit a Member to form a reasoned judgment thereon and the text of any special resolution to be submitted to the meeting."

Meeting Resolutions

In the interest of efficiency, all motions put before a meeting of members will have the movers and seconders pre-determined. If a Member is interested in being a mover or a seconder of a particular resolution, they can communicate that interest to the President a minimum of 7 days prior to the date of the meeting. In the event that a pre-determined mover or seconder is unable to attend the meeting, a replacement will be identified at the meeting to ensure that both mover and the seconder of record are present.

Additions to the Agenda

Requests to add items to the agenda for a meeting of OACETT members must be submitted to the President a minimum of 15 days prior to the date of the meeting and must include the mover, the seconder, and the endorsement of three additional Certified members in good standing. The request must also include the full text of any decision to be made by the Members and all supporting documents. Additions are entertained at the sole discretion of the President.

Amendments

Requests to amend a motion included in the agenda of a meeting of Members must be submitted to the President a minimum of 15 calendar days prior to the date of the meeting and must include the mover, the seconder, and the endorsement of three additional Certified members in good standing. The request must also include the full text of the amendment and any supporting documents, if applicable. Amendments are entertained at the sole discretion of the President.

Meeting Platform

In order to facilitate the participation of as many Members as possible, all meetings of Members will be held virtually.



Meeting Participation

Because of the virtual nature of meetings of OACETT members and the numbers typically in attendance, participation in the meetings will be in writing only, using a Q & A or Chat feature. Any questions that cannot be addressed during the meeting will be followed up in writing. Questions of general interest to all Members will be posted on the OACETT website.

Voting Eligibility

As per OACETT By-law 20, Article 7.6, “...only Certified Members in good standing shall be entitled to vote on each question arising at any member of the Members of the Association...”

Quorum

As per OACETT By-law 20, Article 7.4, “A quorum for meetings of Members of the Association shall be forty (40) Certified Members, present in person, virtually or by proxy...”

Proxies

The use of proxies is referenced in OACETT’s By-law 20, Article 7.7. Proxies are applicable only to the Annual General Meeting of members or other Special General Meeting of members. Proxies may not be used for meetings of the Board of Directors, meetings of Committees of the Board, regional meetings of members or Chapter meetings.

Only Certified Members of the Association may issue a proxy.

OACETT offers two kinds of proxies:

- a general proxy which allows members to appoint a proxy (must be another Certified member in good standing or, in the absence of identifying a specific proxy, the President-Elect will hold the proxy) to exercise a vote on their behalf at the meetings identified above; and
- a limited proxy which allows members to direct their vote electronically against the specific motions to be called at the meetings identified above, with the President-Elect serving as the proxy holder.

In the latter case, the President-Elect may not change the directed vote of a limited proxy.

With a general proxy, a Certified Member may still provide instructions on the casting of their vote on the specific motions announced as being brought before the meeting. The instructions must be included in the instrument of writing that appoints the proxy.

A Certified Member who opts to direct their vote using the limited proxy is not able to appoint a general proxy, meaning that they will not be able to direct a vote in the event that any new business is brought before the meeting. In the event that additional items or amendments are approved by the President in advance of the meeting, Members who have



submitted a limited proxy will have the ability to update their vote against the announced changes.

If a Certified Member has submitted an Instrument of Proxy, the Certified Member may still attend the Meeting and may vote in person. The on-line meeting host will automatically revoke the proxy of any member who attends the meeting in person. To be represented at the Meeting by proxy, a general proxy shall be deposited at the office of OACETT or with the Secretary of the Association a minimum of 48 hours prior to the date of the Meeting, or submitted using a limited electronic proxy a minimum of 24 hours prior to the date of the Meeting.

Appointment of a Proxy

Appointment of a proxy is a private matter between a Certified Member and the Certified Member they designate to exercise the proxy.

Solicitation of Proxies

The Association shall not solicit proxies, nor may any member of the Association solicit proxies on behalf of the Association or appear to be soliciting proxies on behalf of the Association.

Governing Authority for Meetings of Members

The governing authority for meetings of members shall be the meeting rules created for the Association by the governance consulting firm WellRun and attached as an appendix to this policy. A Parliamentarian will be engaged by OACETT for all members of Members and will rule on any other matters of procedure.