

## **30-DAY NOTICE OF QUEER ONTARIO'S SPECIAL GENERAL MEETING**

To hold a re-vote on an outside GTA Member at Large position and elections on other vacant positions

---

**When:** Thursday, October 17, 2013, from 6:00 to 6:30 pm. Doors open at 5:00 pm

**Where:** 519 Church Street Community Centre – Room 303, Toronto, half a block north of Wellesley, on the east side of Church Street

**Note:** (1) The meeting building is a wheelchair accessible place

(2) This event will also be Skyped for remote participation (please forward Skype address)

---

September 17, 2013

Dear Voting (aka “Participating”) Members,

### **Greetings!**

The Queer Ontario Steering Committee invites you to join us for a Special General Meeting, to hold elections on outside Toronto Member at Large positions and other vacant positions to be held at the 519 Church Street Community Centre – Room 303 (in Toronto) on Thursday, October 17, 2013. All Voting (aka “Participating”) Members and other interested individuals are invited to take part, be it in person or online.

Accommodations such as childcare or ASL interpretation will be made available with advanced request. Please let Nick Mulé, the Queer Ontario Chairperson, know by 10:00 pm on Friday, October 11, 2013. Nick can be reached at [info@queerontario.org](mailto:info@queerontario.org).

And, as always: Queer Ontario *highly* encourages participation from individuals outside of Toronto, be it in person or online. Information on how to participate online can be found in the information packaged attached to this email.

Attached you will find three files:

### **1 - “Special General Meeting - InformationPackage” - Information Pertaining to the upcoming SGM**

1. 30-day Notice (this letter).
2. Instructions on how to run for an available position on the Steering Committee
3. Instructions on how to participate online using Skype
4. A schedule of Deadline Dates

Note: The agenda for the Special General Meeting will be forwarded along with the invitation to the October Queer Ontario Meeting within which it will take place.

**2- Queer Ontario Statement Re. D/J Freedman on SC**

Background information on why elections are being held regarding the outside Toronto Member at Large positions.

**3- Queer Ontario's Bylaws**

For reference purposes.

If you have any questions about any of the information or documents herein, do not hesitate to contact Nick Mulé, the Queer Ontario Chairperson, at [info@queerontario.org](mailto:info@queerontario.org). All attempts will be made to respond to your question(s) within 48 hours.

Otherwise, we hope to connect with you all on Thursday, October 17th!

**Nick Mulé**

Queer Ontario Chair

On Behalf of the Queer Ontario Steering Committee

## **Doc 2 of 4: HOW TO RUN FOR AN OPEN POSITION ON THE STEERING COMMITTEE**

### **A. Who can run for an Open Position on the Steering Committee?**

- (1) Only “Participating” Members can run for an open position on the Steering Committee.  
According to Queer Ontario Bylaw 501(4), a Participating Member is an individual who has:
  - (a) filled out the official Queer Ontario registration form; and
  - (b) contributed six hours to the research, writing, planning, or execution of one or more Queer Ontario initiative(s) per year;
  - (c) participated in person or by other means in at least three (3) Queer Ontario meetings per year, which need not be monthly meetings and need not be consecutive; or
  - (d) engaged in a combination of (b) and (c) for a total of six (6) hours.
  
- (2) If you want to verify your Membership status:  
Send an email to the Chairperson via [info@queerontario.org](mailto:info@queerontario.org) with “Membership Status” as the subject line and your first and last name as the main text. The Chairperson will respond to your verification request within 48 hours.

### **B. Regarding the Steering Committee Positions that will become available October 17, 2013**

- (1) The 4 Steering Committee Positions that will be available are those of:
  - (a) Queer Ontario Secretary (term until May 2015)
  - (b) 2nd Member At Large Not Geographically Earmarked (term until May 2015)
  - (c) 1st Member At Large Residing Outside of the City of Toronto (term until May 2015)
  - (d) 2nd Member At Large Residing Outside of the City of Toronto (term until May 2015)
  
- (2) For a Description of the Positions:  
For a description of these positions and their respective privileges and responsibilities, please see Parts VIII (“Steering Committee / Board of Directors”) and XIV (“Coordinators / Executive”) of the Queer Ontario Bylaws: <http://queerontario.org/about-us/bylaws>
  
- (3) The Steering Committee Positions not scheduled for election at the SGM are those of:
  - (a) Queer Ontario Chairperson: Nick Mulé
  - (b) Queer Ontario Vice-Chair: Davina Hader
  - (b) Queer Ontario Treasurer: Richard Hudler
  - (c) 1st Member At Large Not Geographically Earmarked: Brian De Matos

### **C. Reminder About Running Unopposed**

As with previous elections, simply running for a position unopposed is not enough to guarantee you the position on the Steering Committee (that is: “election by acclamation”).

You must receive the approval of at least 50% of the ballots cast in order to be deemed elected.

If you do not receive at least 50% approval, then the position remains vacant until the next election. More on this below under Doc 5 (“How The Voting Process Will Work”).

#### **D. Important Note About Nomination from the Floor**

To ensure that all Voting (“Participating”) Members have access to the same candidate options -- *especially* those that cannot make it to the Special General Meeting and/or will be distance voting -- we will not be accepting nominations from the floor of the SGM.

This means that all decisions to run for an open position on the Steering Committee must be made before the Annual General Meeting by the deadline below.

#### **E. Instructions (with Deadlines) on how to Run for an Open Steering Committee Position**

Note: All documents are to be submitted to the Chairperson via [info@queerontario.org](mailto:info@queerontario.org)

Step 1: Look at the available positions and familiarize yourself with the privileges and responsibilities associated with each. These are all 2-year terms.

Step 2: **Let the Chairperson know which position you will be running for. You are to do this via email by 10:00 pm on Wednesday, October 2, 2013. Only self-nominations will be accepted.**

**Please provide all names and aliases by which you are generally known to Queer Ontario members. This need not include your legal name.**

Note: At this point, the Chairperson will take all self-nominations and compile a list of candidates with the positions they are running for. The Chairperson will send this list of candidates to the candidates themselves so that they can confirm that they want to remain on the ballot. The Chairperson is to circulate this list by end-of-day Thursday, October 3, 2013.

Let the Chairperson know as soon as possible if you wish to drop from the race.

Step 3: **If you wish to provide a brief (500 words if written or 2 minute if recorded) candidate statement to the Voting Membership, you are to submit this statement via email by 10:00 pm on Thursday, October 10, 2013. Recorded statements can include YouTube (or other) files.**

Note: At this point, the Chairperson will compile all the statements and append them to the standing list of candidates.

The Chairperson is to circulate this document to the Voting Membership by end-of-day Friday, October 11, 2013.

**End: This document with the names of the candidates and their statements (if applicable) will represent the list of candidates up for election at the Special General Meeting on Thursday, October 17, 2013.**

### **Doc 3 of 4: HOW TO PARTICIPATE ONLINE USING SKYPE**

Please e-mail the Queer Ontario Chairperson at [info@queerontario.org](mailto:info@queerontario.org) with Skype address by 6:00 PM on Wednesday, October 16, 2013 and we will arrange to Skype you into the SGM.

### **Doc 4 of 4: SCHEDULE OF DEADLINE DATES**

- Tuesday, September 17, 2013 - Chairperson issues 30-day meeting notice
  - Self-nominations begin
- Wednesday, October 2, 2013 - Deadline for nominations submissions
  - Emails to Chairperson expressing interest in running for a position.
  - Email must indicate the position one is running for.
- Thursday, October 3, 2013 - Chairperson emails list of candidates to candidates for consideration.
- Thursday, October 10, 2013 -
  - 1. Accommodation Requests
  - 2. Candidates' written/recorded statements due (optional)
- Friday, October 11, 2013 - Chairperson publishes list of candidates with available candidate statements
- Wednesday, October 16, 2013 -
  - 1. Proxy emails (6pm)
  - 2. Advance Votes (6pm)
  - 3. E-mail Skype address to Chairperson for online participation (6pm)
- Thursday, October 17, 2013 - Special General Meeting from 6:00-6:30 pm  
Doors open at 5:00 pm