

## **30-DAY-MINIMUM NOTICE OF QUEER ONTARIO'S 2013 ANNUAL GENERAL MEETING**

Covering the 2013-2014 Fiscal Year (April 1, 2013 to March 31, 2014)

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- When:** Saturday, May 10, 2014, from 3:00 to 5:50 pm. Doors open at 2:00 pm.  
**Where:** Room 100 at The 519 Community Centre – 519 Church Street, Toronto  
Just north of the Church Street and Wellesley Street East intersection  
**Note:** (1) The meeting building is a wheelchair accessible place.  
(2) This meeting will be accessible to non-travelling individuals via Skype
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### **Greetings!**

The Queer Ontario Steering Committee invites you to join us for our fourth Annual General Meeting, to be held at The 519 Community Centre (Toronto) on Saturday, May 10, 2014. All Voting (aka “Participating”) Members and other interested individuals are invited to take part, be it in person or online.

Attached you will find four files:

#### **1 - “AGM2014-Overview” - Information Regarding Our Upcoming AGM**

- a. A copy of this 30-day notice.
- b. The agenda for the 2014 Annual General Meeting
- c. Instructions on how to run for an available position on the Steering Committee
- d. A schedule of Deadlines in calendar form

#### **2- “AGM2013-Minutes” - The Minutes to our Last (2013) Annual General Meeting**

The minutes to our last (2013) Annual General Meeting, held on May 25, 2013.

These are to be reviewed and ideally approved at the upcoming Annual General Meeting

#### **3- “AGM2014-CurrentBylaws” - Our Current Bylaws**

For reference purposes.

#### **4- “AGM2014-ProposedBylaws” - Our Proposed Amended Bylaws**

Seeking final approval.

Note: The 2013-2014 financial report is currently being finalized and will be posted as soon as it becomes available.

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

Otherwise, we hope to connect with you all on Saturday, May 10th!

**Nick Mulé**

Queer Ontario Chair

On Behalf of the Queer Ontario Steering Committee

Note: A web-friendly version of this notice can be found on our website, here:

<http://queerontario.org/about-us/meetings/2014-agm>

## **DOC 1 of 3:**

## **MEETING AGENDA**

For the Annual General Meeting covering the 2013-2014 Fiscal year

When: Saturday, May 10, 2014. 3:00 to 5:50 pm (Doors open at 2:00pm)

Where: Room 100 at The 519 Community Centre - 519 Church Street, Toronto  
(Just north of the Church Street and Wellesley Street East intersection)

Sched: 2:00 pm -- Doors Open, Set-Up Begins

3:00 pm -- Meeting Begins, Agenda is Followed

5:50 pm -- Meeting is Adjourned, Take-Down Begins

6:00 pm -- Doors Close

### **OPENING ITEMS**

- 3:00 1. Chair Calls the Meeting to Order, Greets Everyone (5 mins)
- 3:05 2. Chair goes through the Agenda. The Agenda is Fixed (5 mins)
- 3:10 3. Announcements and/or Preliminary Comments (5 mins)

### **STANDARD AGM BUSINESS**

- 3:15 4. Motion to adopt the Minutes of the May 25, 2013 Annual General Meeting (10 mins)
- 3:25 5. Review of the Proposed Bylaw Revisions (20 mins)
- 3:45 6. Motion to adopt the Proposed Bylaw Revisions (10 mins)
  
- 3:55 7. Chair delivers the 2013-2014 Annual Report (10 mins)
- 4:05 8. Treasurer presents the 2013-2014 Financials & Proposed 2014-2015 Budget (10 mins)
- 4:15 9. Non-Binding Discussion of the Operations and Affairs of the Organization (20 mins)
- 4:35 10. Motion to adopt the Annual Report (5 mins)
- 4:40 11. Motion to adopt the 2013-2014 Financial Statement (5 mins)
- 4:45 12. Motion to adopt the Proposed 2014-2015 Budget (5 mins)
  
- 13. Elections for Open Steering and Member-At-Large Positions**
- 4:50 (a) Facilitator provides overview of the Election Process (5 mins)
- 4:55 (b) Questions / Clarifications about the Election Process (5 mins)
- 5:00 (c) Presentation of candidate statements (10 mins)
- 5:10 (d) Selection of Scrutineers, Vote, Counting of Ballots (20 mins)
- 5:30 (e) Delivery of Election Results (5 mins)

### **CLOSING ITEMS**

- 5:35 14. Review of the AGM. Recommendations for next year? (10 mins)
- 5:45 15. Chairperson's Final Remarks (5 mins)
- 5:50 16. Motion to Adjourn the Meeting (End)

**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 us an email at [info@queerontario.org](mailto:info@queerontario.org) with “Membership Status” as the subject line and your first and last name as the main text. We will respond to your verification request within 48 hours.

**B. Regarding the Steering Committee Positions that will become available May 10, 2014**

- (1) The 6 Steering Committee Positions that will be available are those of:
  - (a) Queer Ontario Vice-Chair (2-year term)
  - (b) Queer Ontario Treasurer (2-year term)
  - (c) Queer Ontario Secretary (1-year term, to complete a 2-year term)
  - (d) 2nd Member At Large Not Geographically Earmarked (2-year term)
  - (e) 1st Member At Large Residing Outside of the City of Toronto (2-year term)
  - (f) 2nd Member At Large Residing Outside of the City of Toronto (2-year term)
- (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 to expire this year are those of:
  - (a) Queer Ontario Chair: Nick Mulé
  - (b) 1st Member At Large Not Geographically Earmarked: Brian De Matos

**C. Reminder About Running Unopposed**

As with previous years, 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 4 (“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 Annual General Meeting and/or will be distance voting -- we will not be accepting nominations from the floor of the AGM.

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 us via [info@queerontario.org](mailto:info@queerontario.org)

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

Step 2: **Let us know which position you will be running for. You are to do this via email by 10:00 pm on Friday, April 25, 2014. Only self-nominations will be accepted.**

----- Note: At this point, we will take all the self-nominations and compile a list of candidates with the positions they are running for. We will send this list of candidates to the candidates themselves so that they can confirm that they want to remain on the ballot. We will circulate this list by end-of-day Saturday, April 26, 2014.

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

Step 3: **If you wish to provide a brief (maximum 500 written word or 2 minute recorded) candidate statement to the Voting Membership, you are to submit this statement via email by 10:00 pm on Friday, May 2, 2014. Recorded statements can include YouTube (or other) files.**

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

We will circulate this finalized document, with instructions on voting options, to the Voting Membership by end-of-day Saturday, May 3, 2014.

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 Annual General Meeting on Saturday, May 10, 2014.**

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
<b>APRIL</b>	07	08	09	<b>(10) Deadline for 30-day meeting notice...</b>	Self-nominations can be submitted at any time...	Deadline is Friday April 25.
13 <-----	14 -----	15 -----	16 -----	17 -----	18 -----	19 -----
20 <-----	21 -----	22 -----	23 -----	24  Participating (Voting) Members consider if they want to run for election.	<b>(25) Due Today 10pm:</b>  Emails to Queer Ontario expressing interest in running for a position.  Email must indicate the position one is running for.	<b>(26)</b>  Queer Ontario emails list of candidates to candidates for consideration.
27 <-----	28 -----	29 -----	30 -----	<b>MAY 01</b>  Candidates determine if they want to remain on the ballot.  Candidates write / record statements (optional)	<b>(02) Due Today, 10 pm:</b>  1. Accommodation Requests  2. Candidates' written / recorded statements (optional)	<b>(03)</b>  Queer Ontario publishes list of candidates with available candidate statements
04 <-----	05 -----	06 -----	07 -----	<b>08</b>  Participating Members review candidate statements.  Advance voters vote for their candidates.	<b>(09) Due Today, 5pm:</b>  1. Proxy Statements  2. Advance Votes	<b>(10) AGM</b>  Annual General Meeting from 3:00-5:50pm  Doors open at 2:00 pm