



CANADIAN ASSOCIATION OF CRITICAL CARE NURSES ANNUAL MEETING INFORMATION SHEET 2020

This Information Sheet is being provided as a part of the Notice of the Annual Meeting of the Canadian Association of Critical Care Nurses (CACCN) scheduled to be held on September 30, 2020 at 1630 hrs ET via Zoom.

This Information Sheet provides members with information on matters to be dealt with at the meeting.

ATTENDANCE

1. Each Voting Member of CACCN is encouraged to attend and vote on motions presented at the meeting.
2. If unable to attend, the Voting Member may complete and return the proxy form appointing another person to act and vote on their behalf or may assign their vote to *Mélanie Gauthier, President* or *Sarah Crowe, Vice President*, current Directors and members of CACCN.
3. To be recognized as valid for the meeting, a signed proxy form must be signed and returned CACCN by email, fax, or mail no later than **September 20, 2020** to the following address:

Email: caccn@caccn.ca

Fax: 519-649-1458

CACCN, P O Box # 25322, London, ON, N5R 1C6

AGENDA

1. Call to Order:

- i. Members may only vote if they are present when the meeting is called to order.
- ii. The meeting will be called to order sharply at 1630 hrs ET.
- iii. The meeting will be recorded via Zoom.

2. Welcoming Remarks

3. Introductions

4. Parliamentary Procedures:

- i. Motions are called by the Chair
 - a. Members may move or second a motion
 - b. When moving a motion, please clearly state your full name, city, and province
- ii. Voting will occur by Zoom Polling.
- iii. Members:
 - a. May speak if the Chair calls for discussion
 - b. Must be recognized by the Chair to speak
 - c. Clearly state your full name, city, and province
 - d. May request an amendment to a Motion
 - e. May NOT bring a proposal or new issue to the assembly for a vote
 - f. One person may speak at a time
 - g. The floor belongs to the individual recognized by the Chair
 - h. Speaking time will be 3 mins per person
 - i. Members will be notified when 30 seconds are remaining and when there is no time remaining
 - j. Members may speak to an issue twice, only if no new members are waiting to speak
- iv. Each Voting Member shall have the right to exercise one vote unless they hold a Proxy Vote.

- v. Each Voting Member meets the criteria of an active member of the association.
- vi. In the case of electing Directors, CACCN will operate an online election through a provider. All active voting association members will have the opportunity to cast their vote. CACCN members will elect a slate of Directors nominated by the members. Results of the vote, if held, will be announced at the Annual General Meeting.
- vii. Should there be **no nominations** for board positions, the Board may:
 - i. appoint a member to the position until the next annual general meeting
or
 - ii. elect to leave the board position vacant until the nominations cycle or the next annual general meeting.

5. Minutes:

- a. Approval of the minutes of the 2019 CACCN Annual General Meeting
- b. **Motion:** To approve the 2019 CACCN Annual General Meeting Minutes as submitted.
- c. *Approval of the minutes will be adopted by general consent.*

6. Association Reports:

- a. President's Report
- b. Committee Reports
- c. Financial Audit
- d. **Motion:** To approve the Association Reports as submitted.
- e. *Approval of the Association Reports will be adopted by general consent.*

7. Auditors: Appointment:

- a. The CACCN Vice-President/Treasurer and the Directors of CACCN recommend the reappointment of:
 - i. McNeill, Edmundson Chartered Accountants, as the auditors of CACCN for the 2020-2021 fiscal year.

- b. **Motion:** To approve McNeill, Edmundson Chartered Accountants for the 2020-2021 Fiscal Year.
- c. *Approval of the Auditors will be adopted by general consent.*

8. Elections Board of Directors – Eastern Region

- a. The General Operating Bylaw # 1 provides that Directors to be elected shall be nominated in accordance with practices and procedures to be determined by the Board.
- b. A Call for Nominations was issued in Spring 2020 via the Critical Connections Bulletin, Facebook, Twitter, the CACCN website and email to all members in the Eastern Region: New Brunswick, Newfoundland/Labrador, Nova Scotia, Prince Edward Island and Quebec. Deadline for submission was July 5, 2020.
- c. **As of the deadline of July 5, 2020, no nominations were received.**
- d. The Board may:
 - i. appoint a member to the position until the next annual general meeting
 - or**
 - ii. leave the board position vacant until the next annual general meeting.

9. Revisions to the General Operating Bylaw # 1

- a. **Special Resolution:** To approve the revisions to the General Operating Bylaw # 1.
- b. *Approval of the Revisions will be adopted by general consent.*

10. Announcements

11. Awards 2020

12. Open Forum

- i. If you have a question or comment, please notify us using the **CHAT** function.
- ii. When approved to speak, unmute your microphone.
- iii. Please clearly state your name, city, and province of residence.

- iv. Items requiring a vote by the membership may be brought to the floor, however a vote will not be held, as a minimum of twenty-one (21) days notice to all members is required.
- v. Items requiring a vote will be deferred to the 2021 Annual General Meeting.
- vi. After speaking please mute your microphone.

13. Board of Directors 2021-2022

14. Board of Director Thank You

15. AGM 2021 Announcement

16. Adjournment