



## **CANADIAN ASSOCIATION OF CRITICAL CARE NURSES ANNUAL MEETING INFORMATION SHEET**

**October 30, 2025 @ 1600 hrs. ET**

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

**Note: the meeting will be on Zoom and will be recorded.**

### **ATTENDANCE**

1. Each Voting Member (*Registered Nurse currently working in critical care*) of CACCN is encouraged to attend and vote on motions presented at the meeting.
2. Affiliate, retired members and students are welcome and encouraged to attend the meeting, however, do not hold voting rights and cannot act as a Proxy Voter.
3. If you are unable to attend, you may provide the proxy form:
  - a. Appointing another person to act and vote on your behalf
  - or**
  - b. you may assign your vote to *Brandi Vanderspank-Wright, President OR Nicole Duchrow, Director/Treasurer*.
4. To be recognized as valid for the meeting, a signed proxy form must be signed and returned CACCN by email to [caccn@caccn.ca](mailto:caccn@caccn.ca) no later than October 24, 2025 @ 1600 hrs. ET.

## **AGENDA**

### **Call to Order:**

1. Members may only vote if they are present when the meeting is called to order.
2. The meeting will be called to order sharply at the appointed time.
3. The meeting will be recorded via Zoom.

### **Welcoming Remarks**

### **Quorum:**

1. 2.5% of the Association Membership must be present.
2. If quorum is not met, the meeting may proceed however motions cannot be voted on.

### **Proxy Votes:**

1. Notification of Proxy Votes received

### **Introductions**

### **Parliamentary Procedures: (Bourinot's Rules of Parliamentary Procedures)**

1. How motions are called.
2. Members may move or second a motion.
3. When moving on a motion, please use the "Raise a Hand" feature.
4. Voting will occur by Zoom polling.

### **Voting:**

### **Regular Motions**

1. May speak if the Chair calls for discussion.
2. Use the "Raise a Hand" feature.
3. Must be recognized by the Chair to speak
4. Clearly state your full name, city, and province
5. May request an amendment to a Motion
6. May NOT bring a proposal or new issue to the assembly for a vote
7. One person may speak at a time
8. The floor belongs to the individual recognized by the Chair
9. Speaking time will be 3 mins per person
10. Members will be notified when 30 seconds are remaining and when there is no time remaining
11. Members may speak to an issue twice, only if no new members are waiting to speak
12. Each Voting Member shall have the right to exercise one vote unless they also hold a Proxy Vote.

### **Board Elections**

1. In the case of electing Directors, CACCN will operate an online election through an external provider.
2. All eligible voting association members will have the opportunity to cast their vote.

3. CACCN members will elect a slate of Directors nominated by the members.
4. Results of the vote, if held, will be announced at the Annual General Meeting.
5. Should there be one nomination for board positions, the nominating member will be acclaimed.
6. Should there be **no nominations** for board positions, the Board may: appoint a member to the position until the next annual general meeting **or** elect to leave the board position vacant until a member is appointed or until the next nomination cycle and annual general meeting.

**Meeting Motions:** *Will be adopted by general consent.*

1. **Motion 1:** To dispense with the reading of the Meeting Notice.
2. **Motion 2:** To approve the 2024 CACCN Annual General Meeting Minutes as submitted.
3. **Motion 3:** To approve the Association Reports and 2024-2025 Annual Report, as submitted.
4. **Motion 4:** To appoint McNeill, Edmundson Chartered Accountants, of London, Ontario as the auditors for CACCN for the 2025-2026 fiscal year. *(Motion is moved by the CACCN Treasurer and seconded by a Member)*

## **Announcements**

### **Open Forum**

1. Should you have a question or comment, please notify us using the **CHAT** function.
2. When called to speak, unmute your microphone.
3. Please clearly state your name, city, and province of residence.
4. Items requiring a vote by the membership may be brought to the floor, however a vote cannot be held. All matters requiring a vote must be provided to the membership a minimum of twenty-one (21) days prior to the meeting.
5. Items requiring a vote will be deferred to the 2025 Annual General Meeting - October 2026.
6. After speaking, please mute your microphone.

**Thank you**

**Adjournment**