



**CANADIAN ASSOCIATION OF CRITICAL CARE NURSES
ANNUAL MEETING OF THE MEMBERS
INFORMATION AND AGENDA**

October 22, 2026 @ 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 in Canada*) 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 function as a Proxy Voter.
3. If you are unable to attend, you may provide the proxy form:
 - a. Assigning your vote to Marley Gregorio, Vice President OR Nicole Duchrow, Treasurer/Director.
 - or**
 - b. Assigning your vote to another CACCN Member to act and vote on your behalf.
4. To be recognized as valid for the meeting, a signed proxy form must be returned to caccn@caccn.ca by no later than October 19, 2026 @ 1600 hrs. ET.

AGENDA

Call to Order:

1. The meeting will be called to order sharply at the appointed time.
2. 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.

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 of Director Reports

Nominations / Elections

General Operating Bylaw Revision - 5.04: Composition of the Board

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 with a minimum of twenty-one (21) days prior to the meeting.
5. Items requiring a vote will be deferred to the next Annual General Meeting - October 2027.
6. After speaking, please mute your microphone.

Board of Directors May 2027 to April 2028

Thank you

Adjournment