

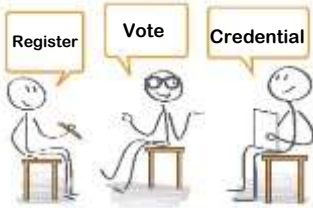


## AGM Pre-Meeting Preparation and Planning



**Decide** how your school council vote will be represented at the AGM – *in one of two ways:*

A. **Designate a parent** representative from your school council to attend the AGM and vote on behalf of your school council.



- Complete and submit a **CREDENTIAL** Voting Form authorizing this individual to represent and vote on behalf of your school council.
- Register the voting parent representative to attend the meeting.

*Note – each school council is entitled to hold ONE vote, designating one parent representative (voting delegate) to carry the vote. Additional school council members are encouraged to attend, to assist with decision-making at the meeting.*

**OR**

B. Designate a parent representative from another ASCA Member School Council already attending the AGM to carry your vote on behalf of your school council.

- Complete and submit a **PROXY** Voting Form authorizing this individual to vote on behalf of your school council.
- Contact the ASCA office if you would like to connect with a school council that is attending and able to carry your school council's vote.



*Note – each school council is entitled to hold ONE vote for their own school council and an additional nine (9) votes by PROXY for other school councils, for a total of ten (10) votes at the meeting.*



**Discuss** all items in the final **AGM package** including:

- the AGENDA outlining the Standing Rules, Financials, Budget, and all Proposed Resolutions (Special, Administrative, and Advocacy).



**Review** the Candidate Profiles of those running for a position on the ASCA Board of Directors. (Posted on the ASCA website in March, April)



**Decide** how your school council will vote (FOR or AGAINST) on each of the proposed resolutions.



**Determine** who your school council will vote for in the election for the position(s) available on the ASCA Board of Directors.



*Note – include discussion about **potential** amendments or changes proposed to resolutions on the floor at the AGM (decision breakers), on speaking to proposed resolution(s) - asking questions or requesting clarification (if required), and **possible** late additions to the Candidate's roster.*

Amendments to recommendations (motions) may be to clarify a concept or an idea, but amendments are **not** allowed - if they change the original intent of the recommendation (motion). Please refer to this handout for more information:

<https://www.albertaschoolcouncils.ca/public/download/files/226258>