

Definitions

Delegate

A delegate is a person from your club who will actually be attending the meeting and is entitled to one vote. They must be a registered member of Skate Canada. Delegates **must present** their Skate Canada 2015/2016 **membership card** upon registering. **The delegates form is to be completed**, and returned to the Executive Director, Skate Canada Manitoba office.

Clubs, please remember, as per Skate Canada Manitoba Standing Rule:

“H.101 ii) Clubs that apply to work a bingo must have a **delegate** attend the Skate Canada Manitoba Annual General Meeting immediately prior to the date of the application being submitted.”

If your club is on the Bingo waiting list, you must have a **delegate** at this year’s AGM.

The Participant should bring with them the information which has been emailed to the Clubs and is on the Skate Canada Manitoba Website: www.mbskates.ca which should include the following:

- Minutes of Skate Canada Manitoba’s 47th Annual General Meeting April 25, 2015.
- 2015-2016 Skate Canada Manitoba Annual Report Book
- 2015-2016 Nominating Report Book
- 2015-2016 Proposed Amendments to the General By-Laws and Standing Rules to the Policy Manual and Constitution of Skate Canada Manitoba

The delegate will receive:

- one (1) voting card
- one (1) ballot book
- a name tag

It is the delegate's responsibility to ensure the necessary items have been received before leaving the Registration Desk. If lost or misplaced, voting card(s) or ballot book(s) will **NOT** be replaced.

If the delegate is not able to attend the entire meeting, he/she should return the voting card(s) and ballot book(s) to the Registration Desk or Shauna Marling, Executive Director, with instructions as to whom they may be forwarded. If possible, it is preferable for both parties to be present to enable the return, documentation and forwarding to be done at one time.

Please Note:

Members of the Board of Directors of Skate Canada Manitoba shall be entitled to all rights and privileges granted to delegates from member clubs.

Observer

An observer is a person from your club who may attend the meeting but is not entitled to vote, however, they may take part in all the other activities of the meeting.

Proxy

All clubs are encouraged to send a delegate and observers, however, if you are unable to do so you may elect to have another delegate of your choice vote on your behalf. **To do so complete the proxy form.** If your club is in doubt regarding this procedure, please discuss this with your Regional Director or you may complete both the delegates and proxy forms as required and send them to the Executive Director, Skate Canada Manitoba office.

The following information is for delegates or Board Members carrying proxies:

- Only a registered delegate may carry a proxy.
- Delegate may carry a maximum of five (5) proxies.
- Proxy forms must be presented at specified registration times and must have complete information and be signed by two (2) club officials.
- The delegate will receive one (1) voting card and one (1) ballot book for each proxy he/she is carrying.
- If carrying a proxy from a different region, the delegate must present that form at the appropriate Registration Desk.

REGISTRATION

Registration will be held Saturday, April 30, 2016 from 8:00 a.m. to 8:45 a.m. at the Victoria Inn, 1808 Wellington Avenue, Winnipeg, Manitoba.

When reporting to the Registration Desk, please note that a separate Registration Desk will be set up for Board Members, Coaches, Observers and Club Delegates according to the Region in which the Club is located. Look for the appropriate sign to ensure that you are in the correct line.

A delegate must present a current **2015-2016 Skate Canada membership registration card**. A delegate must be an eligible person registered with a Skate Canada club.

The delegate form may be presented at the Registration Desk with the complete information on Saturday, April 30th.