

MEMORANDUM

To: PSO Senior Volunteers and Staff
From: Rob Newman, President and CEO, Sport BC
Date: Tuesday, March 29, 2016
Subject: 2016 Sport BC Annual General Meeting

Dear Members,

Sport BC is pleased to announce the 2016 Sport BC Annual General Meeting.

Date: Saturday, May 28, 2016

Time: 8:15 am - 9:00 am Registration and continental breakfast
9:00 am – Noon Annual General Meeting

Location: BCIT Downtown Campus
555 Seymour Street Vancouver, BC V6B 3H6

In preparation for the 2015 Sport BC Annual General Meeting, the following documents are included in this package:

1. Registration form
2. Board Member Recruitment
3. Board of Directors Nomination and Election information

The Sport BC Constitution and By-laws are available on our website at www.sportbc.com under “Membership - Annual General Meeting”. If you require a hard copy please contact Christine Wong, Executive Assistant, at 604-647-7442.

Please note:

- Confirmation of receipt of nominations for the Board of Directors will be verified in writing at the time of receipt. If you do not receive a confirmation prior to the 4:00 pm deadline on Thursday, April 28, 2016 please contact Christine Wong at 604-647-7442.
- The draft 2015 Annual General Meeting minutes are available on the Sport BC website at www.sportbc.com under “Membership – Annual General Meeting”.

Enclosures

ANNUAL GENERAL MEETING REGISTRATION

Voting (Full) Members

Member Organization: _____

Name of President / Chair* or Designate**: _____

Signature: _____

Associate or Affiliate Members

Member Organization: _____

Delegate Name: _____

Additional Non-Voting Delegates

Name, Title: _____

Name, Title: _____

Name, Title: _____

Please complete and return to Sport BC no later than Friday, May 13, 2016 to:

Christine Wong, Executive Assistant: christine@sportbc.com

* Official voting delegate

** If the President / Chair is not attending the Annual General Meeting, he/she must affix his/her signature thereby authorizing the above-noted Designate voter.

BOARD OF DIRECTORS NOMINATION PROCEDURES

The Governance Committee is responsible for the nominating procedures. The duties of the Governance Committee as they relate to the nominating procedures are outlined in the By-Laws as follows:

6.3.6.2. The Governance Committee shall:

- a. Consist of three (3) Directors, including the Chair of the Board, plus the President & CEO (ex-officio non-voting). The Board may appoint additional persons whose expertise or background will, in the opinion of the Board of Directors, help the Governance Committee do its work;
- b. Develop and annually update a plan for the composition of the Board of Directors which takes into consideration the then current strengths, skills and experience of the Board members and the strategic direction of the Society;
- c. Recommend potential candidates for election as Directors, in compliance with the Nominating Guidelines which may be in effect from time to time;

(Article 4.2.ii - By-Laws, Approved at the Annual General Meeting, May 17, 2013 – Sport BC Constitution)

Only individuals nominated and seconded by a Full Member, or by a Director, shall be eligible to hold office. Individuals duly nominated and seconded and/or their representative shall be permitted to speak to the nomination.

Election Committee:

- An Election Officer appointed by the Governance Committee chair will preside over the election. Two witnesses will be appointed by the Governance Committee to assist and ensure the accuracy of the presiding Election Officer's validation and tabulation. These three individuals will be the Election Committee.

Ballot Distribution and Nominee Information:

- A biographical description of each candidate shall be submitted by the nominator to the Nominating Committee. This submission will represent the candidate's and nominator's address to the membership.

BOARD OF DIRECTORS NOMINATION

Position(s) Available:

- Chair (3-year term)**
- Vice-Chair (3-year term)**
- Director-at-Large (2-year term)**
- Director-at-Large, Finance and Audit (2-year term)**
- Director-at-Large (1-year term)**

As per Section 4.2.ii of Sport BC's By-Laws, "Only individuals nominated and seconded by a Full member, or by a Director, shall be eligible to hold office. Nominations must be received by the Society, with an indication of acceptance by the Nominee, no later than 30 days before the date of the Annual General Meeting."

Nominee: _____

Sport BC Member Association (if any): _____

Address: _____

City: _____ Postal Code: _____

Phone (W): _____ Phone (H): _____

Cell: _____ Email: _____

I accept this nomination for a position of the Sport BC Board of Directors, as specified above.

Nominee Signature: _____

Please include a current resume and a 250-word biography which highlight the nominee's career, education, sport management and volunteer experience / achievements and other relevant achievements or experience. Note that the 250-word biography will be used in the AGM Package to announce nominees to the Board; if it is longer than 250 words, it will be edited.

Nominator: _____

Nominator's Association: _____

Phone: _____ Email: _____

Secunder: _____

Secunder's Association: _____

Phone: _____ Email: _____

Please complete and return to Sport BC no later than Thursday, April 28, 2016:

Christine Wong, Executive Assistant: christine@sportbc.com