

## IMPORTANT NOTICE TO MEMBERS OF CIPHI

### RE: Submitting Proposals at the Annual General Meeting

#### NOTIFICATION:

The National Executive Council of CIPHI wishes to notify voting members of a change to the process for submitting proposals for consideration by the membership at the Annual General Meeting (AGM).

In February 2016 the National Executive Council passed a motion that a member must submit any proposals requiring resolution by the voting membership to the CIPHI office **90 days in advance of the AGM**. This change will mean that resolutions and motions will no longer be accepted from the floor during the CIPHI Annual General Meeting. This includes proposed changes to by-laws.

**Members are advised that the date by which proposals must be submitted for inclusion at the September 2016 AGM is June 28th, 2016**

Proposals submitted within the prescribed period will be included in the notice of meeting circulated to all members and included on the AGM agenda for discussion. For full details of the process by which members can submit proposals please refer to National Operating Policy # 21 (attached) which came into effect May 20<sup>th</sup>, 2016.

#### RATIONALE:

Historically it has been the practice at the CIPHI Annual General Meeting to accept proposals from voting members in attendance at the meeting. The Not for Profit Corporations (NFPC) Act and Regulation (the enabling legislation for CIPHI) stipulates any voting member of CIPHI must submit notice of any matter that the member proposes to raise at the Annual General Meeting and then may discuss at the meeting any matter they were entitled to submit a proposal for. It further sets out the obligation of CIPHI to include the proposal in the notice of meeting and enables CIPHI to set the prescribed period in which the proposal must be submitted.

In addition to being contrary to the Act, the past practice of accepting motions from the floor has increasingly drawn criticism from the membership and the Board. The concerns that have been raised include:

- Only members in attendance at the meeting have an opportunity to hear the proposal.
- The proposals are almost exclusively in the form of a resolution or motion and when a vote is called only the members present have an opportunity to vote. (Does not allow for proxy votes to be included)
- Branches are not equally represented at the AGM (the province where it is held may have the most members in attendance) and this may unfairly sway the vote.
- There is limited time at the AGM for fulsome explanation and discussion of the proposal which may result in a proposal not being given due consideration and being defeated.
- Proposals may direct the activities of the Board and the Board should be given adequate time to consider the matter and present an informed response to the membership before it goes to a vote.

If you require further clarification on this topic please contact [president@cphi.ca](mailto:president@cphi.ca) or contact your local Branch President.