



**CANADIAN COAST
GUARD AUXILIARY**
CENTRAL AND ARCTIC REGION

208-305 Milner Avenue, Toronto, ON M1B 3V4 T: 416-463-7283|F: 416-463-7285

Notice of Annual General Meeting

Notice is hereby given in accordance with the bylaws of the Canadian Coast Guard Auxiliary (Central & Arctic) Inc. that the 40th (2019) Annual General Meeting shall be held on Saturday September 28, 2019 commencing at 0900, at the Sandman Signature Hotel, 55 Reading Court, Toronto, ON M9W 7K7.

At the Annual General Meeting, in addition to any other business that may be transacted, the report of the Directors, the Financial Statements and the report of the Auditors shall be presented; a Board of Directors shall be named; and the Auditors shall be appointed for the ensuing year.

Randall Roy, Secretary

The following information is presented to inform members concerning procedures related to;

Voting
Change of Bylaws
Nominations for Election
Elections of Directors
Election of Officers
Election of Managers
Proxies
Payment of eligible expenses to attend the AGM – **19TSK150**

IMPORTANT INFORMATION FOR ALL MEMBERS

ANY MEMBER, UNIT LEADER, DIRECTOR OR EXECUTIVE OFFICER WISHING TO ATTEND THE AGM **MUST** RSVP TO THE OFFICE **NO LATER THAN Monday August 19, 2019. BY EMAIL office@ccga-ca.com**.

Only Unit Leaders, Directors, National award recipients and invited guests (at the discretion of the BOD) will have their eligible expenses reimbursed. *Note for hotel reservations, only single room rate noted below will be reimbursed. Any room upgrades, incidentals, additional room occupants will not be reimbursed.

Unit Leaders, Members and Invited Guests are responsible for making their own hotel reservations.

Reservations can be made by phone 416-798-8840/1-800-SANDMAN please state Group Code: 703948 Canadian Coast Guard Auxiliary AGM when booking and you will receive a discounted rate, which also includes a voucher for a value plated breakfast at on-site Moxie's Restaurant and free parking.

King/Queen Modern Room Single Occupancy Rate \$149 Per Night, for each additional person sharing the room, add \$15 pp for additional breakfast vouchers. *Only those eligible for reimbursement will have the single occupancy rate reimbursed. Room upgrades, incidentals and additional occupants will not be reimbursed.

Reservations must be made prior to Tuesday August 20, 2019 to receive these rates.

All other Members are welcome to attend at their own expense but must RSVP to the office by email office@ccga-ca.com no later than Monday August 19, 2019.

For more detailed information please consult your Member's Manual or refer to the SMS Library.

Voting:

A unit leader is eligible to vote to elect a District Director and vote on Auxiliary business. A unit leader is entitled to only a single vote regardless of the number of actual vessels or facilities offered to the Auxiliary.

General membership does not entitle an active member to vote on Auxiliary business unless that person is recognized as the unit leader or carrying a proxy on behalf of a unit leader. **Some exceptions do apply and will be noted when applicable.**

Bylaws:

The bylaws may be revised or amended at an Annual General Meeting provided that:

1. The amendment is proposed and seconded by any members in good standing and given in writing to the Secretary within 60 days of the Annual General Meeting.

Amendments must be submitted individually with clear motions to be voted on. Amendments that are not clearly stated will be returned to the proposer.

2. Notice of an amendment to the bylaws to be considered at an Annual General Meeting and the proposed amendment will be made available to the members eligible to vote at least thirty (30) days before the meeting. ([*SMS Document Library – 40TH \(2019\) AGM section*](#))

(To facilitate this distribution and provide an opportunity for the Board of Directors to review any proposed changes, proposed amendments should be received by the Secretary at the above address no later than Friday July 26, 2019.

Nominations for District Director and Executive Officers

The name of any member wishing to be considered together with the qualifications of that member in less than 200 words, **must** be sent to the Head Office of the CCGA (C&A) not later than **(August 30, 2019)**, four (4) weeks, before the scheduled date for the General Meeting of the Association.

Nominations will **not** be accepted from the floor at the AGM

The following Director positions are up for Election this year for a 2 year term.

Election of District Directors:

The following District Directors positions are up for Election this year;

District One Director

District Three Director (End of Term)

District Five Director (End of Term)

District Seven Director

Arctic Director (End of Term)

No later than, September 13, 2019 (**two (2) weeks**) before the scheduled date for the General Meeting of the Association, the Head Office of the CCGA (C&A), shall send to each member electronically in the District eligible to vote a copy of all the names and qualifications thus received along with an election ballot. Where a single nomination for the position is received by the Head office, and the Nominating Committee has not identified a candidate for the election to the position, that nominee shall be elected by acclamation.

Ballots are to be voted in person or by proxy at the General Meeting. All Election ballots will be handed in to the Scrutineers during the AGM. Ballots will be tallied by the Scrutineers with results held and ready to be presented.

Election of Executive Officers:

Executive Officers, other than the President and the Past President, shall be elected by the Board at a meeting held by the Board immediately after the Annual General Meeting as per the order prescribed for the respective positions.

The Officers positions are 2 year terms. The following Executive Officers are up for Election this year;

Vice President
Treasurer

Election of Managers:

Manager positions shall be elected by the Board at a meeting held by the Board immediately after the Annual General Meeting as per the order prescribed for the respective positions.

The Manager positions are 2 year terms. The following Manager position is up for Election this year;

****Manager of Operations, Central***
****Manager of Training, Arctic***

Proxy:

Members entitled to vote on the election of a Director or on amendments to bylaws may do so by Proxy. A proxy will be available two weeks prior to the AGM.

AGM Package:

A complete package will be available on the SMS in the Document library for members September 13, 2019, two weeks prior to the AGM. It will include the Agenda (if you have any topics you would like to see covered please let your Director know by August 30, 2019), minutes from last year, Audit report, Years of Service Awards – members and vessels and any bylaw changes received.

If you have comments or suggestions, please contact the office at shannon@ccga-ca.com.