

30-DAY NOTICE OF QUEER ONTARIO'S 2023 ANNUAL GENERAL MEETING (AGM)

Covering the 2023-2024 Fiscal Year (April 1, 2023 – March 31, 2024)

When:

- Thursday, May 16, 2024, at 6:00 p.m. Doors open at 5:00 pm.
- Please note that this AGM will be held concurrent to our regular Monthly Meeting

Where:

- Room 204 at The 519: 519 Church Street, Toronto, Ontario M4Y 2C9
- North of the intersection of Church Street and Wellesley Street (East side)

Note(s):

1. This AGM will be accessible to non-travelling individuals via Zoom. If you wish to participate online, please RSVP by providing your contact details and email address to gosteering@gmail.com. A member of Queer Ontario's Steering Committee will then provide you with a Zoom link ahead of the AGM.
2. If you are planning to attend in person, please note that The 519 reserves the right to change our room number to accommodate demand. Make sure to double-check the room number with the front desk upon arrival. The 519 is a community centre with accessible space.
3. In-Person and Remote (Distance) voting procedures can be found here: <http://queerontario.org/about-us/meetings/election-items/>. These procedures will apply to the 2024 meeting although some dates will change and are indicated below under "Deadlines."
4. **SPECIAL NOTICE:** Due to the COVID-19, the number of people allowed to attend in person is limited. For that reason, we are limiting in-person participants to voting members.

2023 AGM Agenda:

1. Approval of the 2023 Annual General Meeting (AGM) Minutes
2. Reports from the Chair and the Treasurer
3. Election for the following open Steering Committee Positions:
 - a. Vice Chairperson – Two-year term
 - b. Secretary – One-year term
 - c. Treasurer – Two-year term
 - d. 1 Member-at-Large II (GTA) – Two-year term
 - e. 3 Member(s)-at-Large (Ontario, Outside of the GTA) – Two-year term

Appended below you will find two documents:

1. Instructions on how to run for an available position on the Steering Committee
2. A schedule of deadlines prior to the AGM.

Otherwise, we hope to connect with you all on Thursday, May 16th!

Leonard Halladay

Chairperson, Queer Ontario

On behalf of the Queer Ontario Steering Committee

DOC 1 of 2: HOW TO RUN FOR AN OPEN POSITION ON THE STEERING COMMITTEE:

A. Who can run for an Open Position on the Steering Committee?

(1) Only “Voting” Members can run for an open position on the Steering Committee.

According to Queer Ontario Bylaw 401(1), a Voting Member may be granted to any person who:

- (a) is an individual person; and
- (b) supports the objects of Queer Ontario as set out in Part II of these by-laws; and
- (c) pays an annual membership fee as may be set according to By-law 1104; and
- (d) has followed any registration procedure that the Steering Committee may require from time to time; and
- (e) has participated for at least six (6) hours in Queer Ontario activities, in person or by electronic means, which may include any combination of:
 - i. attending any queer Ontario meetings; and/or
 - ii. volunteer work on Queer Ontario initiatives or events, in the 365 days preceding the issuance of notice of an Annual General Meeting or Special General Meeting. Individuals unable to meet the six-hour requirement due to extenuating circumstances may apply to the Steering Committee to have this provision waved.

(2) If you want to verify your Membership status:

Send an email to the Secretary via info@queerontario.org with “Membership Status” as the subject line and your first and last name as the main text. A member of the Steering Committee will respond to your verification request within 48 hours.

B. Regarding the Steering Committee Positions that will become available:

(2) For a Description of the Positions:

For a description of these positions and their respective privileges and responsibilities, please see Part VI: Steering Committee/Board of Directors and Part VII: Coordinators, of the Queer Ontario Bylaws: <http://queerontario.org/about-us/bylaws>

(3) The Steering Committee Positions not scheduled to expire this year are those of:

- (a) Chair, Leonard Halladay (Two-year term, continuing)
- (b) Member at Large I, Nick Mulé (Two-year term, continuing)
- (c) Member at Large III, Robert Teixeira (Two-year term, continuing)

C. Reminder About Running Unopposed:

As with previous years, simply running for a position unopposed is not enough to guarantee you the position on the Steering Committee (that is: “election by acclamation”). You *must* receive the approval of “yes” votes on more than 50% of the ballots cast in order to be deemed elected. If the number of “yes” votes is equal to (i.e., a tie) or less than 50% of the number of ballots, then the candidate is not declared a winner. An abstention on an unopposed ballot is not considered a “yes” vote. If the ballot count is an odd number and 50% of the ballots is a .5 number, that number will be rounded up to a full number.

If you do not receive more than 50% approval, then the position remains vacant until the next election.

D. Important Note About Nomination from the Floor

To ensure that all Voting (“Participating”) Members have access to the same candidate options -- *especially* those that cannot make it to the Annual General Meeting and/or will be distance voting -- we will not be accepting nominations from the floor of the AGM.

This means that all decisions to run for an open position on the Steering Committee must be made before the Annual General Meeting by the deadline below.

E. Instructions (with Deadlines) on how to Run for an Open Steering Committee Position

Please Note: All documents are to be submitted to the Steering Committee via info@queerontario.org.

Step 1: Look at the available positions and familiarize yourself with the privileges and responsibilities associated with each.

Step 2: **Let the Steering Committee know which position you will be running for. You are to do this via email by 10:00 pm on Wednesday, May 1, 2024. Only self-nominations will be accepted.**

At this point, the Steering Committee will take all self-nominations and compile a list of candidates with the positions they are running for. The Steering Committee will send this list of candidates to the candidates themselves so that they can confirm that they want to remain on the ballot. The Steering Committee is to circulate this list by end-of-day Thursday, May 2, 2024.

Let the Secretary know as soon as possible if you wish to drop from the race.

Step 3: **If you wish to provide a brief (500 words if written or 2-minute if recorded) candidate statement to the Voting Membership, you are to submit this statement via email by 10:00 pm on Wednesday, May 8, 2024. Recorded statements can include YouTube (or other) files.**

At this point, the Steering Committee will compile all the statements and append them to the standing list of candidates. The Steering Committee is to circulate this document to the Voting Membership by end-of-day Thursday May 9, 2024.

End: **This document with the names of the candidates and their statements (if applicable) will represent the list of candidates up for election at the Annual General Meeting on Thursday, May 16, 2024.**

DOC 2 of 2: SCHEDULE OF DEADLINES PRIOR TO THE AGM

April 16, 2024 (Tuesday) Steering Committee issues 30-day meeting notice. Self-nominations can be submitted at any time. Deadline is May 2, 2024

April 17, 2024 (Wednesday) Participating (Voting) Members consider if they want to run for election (29 days before the meeting).

May 1, 2024 (Wednesday) Due Today 10:00 p.m.: Emails to Steering Committee expressing interest in running for a position. Email must indicate the position one is running for (14 days before the meeting).

May 2, 2024 (Thursday) Steering Committee emails list of candidates to candidates for consideration (13 days before the meeting)

May 7, 2024 (Tuesday) Candidates determine if they want to remain on the ballot. Candidates write / record statements (optional) (8 days before the meeting)

May 8, 2024 (Wednesday) Due Today, 10:00 p.m.: 1. Accommodation Requests. 2. Candidates' written / recorded statements (optional) (7 days before the meeting)

May 9, 2024 (Thursday) Queer Ontario publishes list of candidates with available candidate statements. Steering Committee sends out friendly reminder. (6 days before the meeting)

May 14, 2024 (Tuesday) Participating Members review candidate statements- Advance voters vote for their candidates. (2 days before the meeting)

May 15, 2024 (Wednesday) Due Today: 1. Proxy emails (5:00 p.m.). 2. Advance Votes (5pm) (day before the meeting)

May 16, 2024 (Thursday) Annual General Meeting from 6:00 pm. Doors open 5:00 p.m.