



Manitoba Association of Parent Councils

EVERYTHING YOU NEED TO KNOW ABOUT PARTICIPATING AT THE MAPC ANNUAL GENERAL MEETING *AND MORE!*

Answers to your questions:

Am I eligible to vote?

How does the process work?

Where can I get more information?

*What if there isn't a delegate from my
Parent Advisory Council available to attend?*

Is this your first
time attending a
MAPC AGM? Be
sure to read this
reference guide
to assist you in
understanding the
process.

Manitoba Association of Parent Councils

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HELPFUL HINT!

Don't forget to send in your completed registration if you are attending the Conference as well as the AGM! Remember - SPACE IS LIMITED!

HELPFUL HINT!

If you plan on attending the AGM ONLY, call the MAPC office to ensure we have sufficient seating.

HELPFUL HINT!

Please SEND your completed credentials form to the MAPC office prior to the AGM so we may record the name of your voting delegate.

HELPFUL HINT!

Credentials are so important because they confirm you are a MAPC member in good standing and provides you with the right and responsibility to speak and vote on behalf of your PAC!

HELPFUL HINT!

Abstention—an abstention is used during voting only if the person voting believes there is not enough information to vote responsibly. During a proxy vote, an abstention is used for any new items that are presented, as the PAC is not present to indicate how they wish to vote.

Is This Your First MAPC Annual General Meeting (AGM)?

We want to ensure you have the best experience for a participative meeting. The following steps will help you understand what to expect.

STEP 1 - BEFORE ARRIVING AT THE AGM

It's really important that, together with your Parent Advisory Council (PAC), you review the voting package you've been sent.

***REMINDER:** The MAPC Book of Reports is now available in an electronic format. If you have not received your emailed version, or require a hard copy, please contact the MAPC office immediately.

Your PAC must collaboratively decide how it will vote on each item at the AGM. This package provides the information and tools you need to feel confident in the voting process. It consists of:

- A MAPC AGM and Conference Registration and CREDENTIALS form
- A Proxy Voting form (that includes Notice of Motions, proposed resolutions, etc.)
- Invitation to submit questions for the Minister of Education

If, after reading your package, you still have questions, we encourage you to contact the MAPC office prior to the AGM and Conference so we can provide the information you need, ensuring your meaningful participation.

STEP 2

Have your Parent Advisory Council select a delegate to entrust with your vote. The following *Frequently Asked Questions* should help you understand this process:

What is a delegate?

A delegate is the person attending the AGM and representing your Parent Advisory Council.

Who is eligible to vote at the MAPC AGM?

Each Parent Advisory Council that is a *member in good standing* (i.e. membership registration is paid in full and recorded at our office 90 days prior to the AGM, as per the MAPC Constitution 2.4c) has **one vote per Parent Advisory Council - not per individual.**

What are credentials?

Credentials are proof (*i.e. the completed form duly signed*) that you are a member in good standing of a voting Parent Advisory Council.

Do I need credentials to vote at the AGM?

YES!

Who should sign the credential form?

The credential form is signed by the president/chairperson or two other executive members of your Parent Advisory Council, *after* your PAC has discussed how it wishes to vote on the items included in the voting package.

Who's Who and What is Their Role at the MAPC AGM?

MAPC Board of Directors (BOD)

The MAPC Board of Directors are represented collectively by one Director, traditionally the MAPC President. It is important to remember that the BOD is acting as a unified voice. During the AGM, you may notice a Director holding up a voting card during the motions - this indicates that Director is representing their PAC by acting as a proxy voter (i.e. Directors *do not* have voting privileges).

MAPC Staff

The MAPC staff is present to act as a resource and support to the Board of Directors and can answer questions you may have.

Parliamentarian

The Parliamentarian announces the Credentials Report and also serves as the expert voice in meeting procedures.

Auditor

The auditor is presented to membership for appointment for review of all MAPC financials and to answer questions pertaining to the Auditor's Report.

HELPFUL HINT!

You may want to use the list on the NOTICE OF MOTIONS FORM as a method to keep track of the items being voted on and how your PAC wishes to vote.

STEP 2 *continued...*

What do I do with my credentials form once it is signed?

Fax, email or mail it to the MAPC office **PRIOR TO THE AGM**. (MAPC also recommends bringing a photocopy with you to the AGM). A voting card will be provided to you (the official voting delegate) upon your arrival to the AGM.

STEP 3

Perhaps there isn't a member of your Parent Advisory Council able to attend the AGM, but your group still wants to ensure its vote is counted - no problem! That's what a **proxy vote** is for!

What is a "proxy vote"?

A *proxy vote* is a recorded vote by your Parent Advisory Council, on the issues brought forward at the Annual General Meeting (AGM). It represents your Parent Advisory Council and its standing on the issues being voted on.

When do we assign a proxy vote?

When a member/delegate of your group is unable to attend the AGM to vote on the issues being presented, you may use a proxy vote instead.

How is my proxy vote counted?

Your proxy vote is counted in the quorum (i.e. the minimum number of eligible voters present) and for the motions indicated. Should another motion arise from the floor during the AGM, your proxy vote will be counted as an *abstention*.

Can my Parent Advisory Council assign a representative to handle our proxy vote?

Yes, but MAPC normally assigns one director to handle all proxy votes.

If my Parent Advisory Council is unable to assign a representative, who is in charge of my proxy vote?

A delegate from MAPC's Board of Directors will handle your proxy vote based on your completed proxy form.

What do I do with the proxy vote form?

After **reading the electronic Book of Reports**, discuss the issues that will be put forth with your Parent Advisory Council. Fill out the **proxy vote form** AND the **Notice of Motions form**, ensuring you circle your group's standing on proposed changes. *Make sure it is signed by the individuals indicated and mail or fax it in to the MAPC office.*

What is the deadline for proxy voting?

We ask that proxy votes needing to be managed by a MAPC Director be received by our office no later than **one week prior to the AGM**.

HELPFUL HINT!

What is a Call-to-Question? If at any time during the AGM you feel discussion goes beyond a reasonable time, you can request a Call-to-Question. This request is to decide if enough information has been provided to hold a vote and proceed with the meeting.

HELPFUL HINT!

Nominations for a position on the MAPC Board of Directors are not accepted from the floor as per our application process.

HELPFUL HINT!

How are MAPC Directors elected? Each of the MAPC directors on this slate has completed a thorough application process prior to the AGM. A presentation of the slate of nominated directors is presented to membership for approval during the AGM. An election is held only if more than two qualified applications from a MAPC member division are received.

HELPFUL HINT!

Still have questions? Contact the MAPC office ahead of time to clarify any further concerns you may have.

STEP 4 - ARRIVING AT THE AGM

On the day of the AGM and Conference, please check in at the **MAPC Registration and Credentials** table where two things will happen:

1. You will be registered and receive your Conference and AGM package
2. You will have your credentials verified by a MAPC Director and receive your voting card for use during the AGM

What is a voting card?

A *voting card* is used to represent your Parent Advisory Council's vote.

How many voting cards will I receive? Can more than one member of my PAC vote?

You will be issued one card. This card represents the one vote representing your group's position. Only one delegate may vote on your PAC's behalf.

What do I do with my voting card?

When asked to vote, you hold up the voting card to represent your Parent Advisory Council's decision on that particular item. ***Please hold it high until the count has been completed!***

AGM BEGINS - MEETING CALLED TO ORDER!

Once the meeting begins, there will be brief greetings made by the MAPC President or designate and the meeting will be called to order. The credentials report will be announced as to how many eligible voters are in attendance and quorum is determined. Pertinent business issues will be brought forward to membership as per the agenda provided in the electronic Book of Reports.

In the [electronic Book of Reports](#), I read about the External Committees MAPC directors are involved in....I'd like to know more about these committees.

Contact the MAPC office and the Executive Director will be happy to provide you with the information or put you in touch with the MAPC Director responsible for that committee to provide more details. You may also speak to a MAPC Director before or after the AGM.

What are the motion forms and why am I being asked to sign them during the AGM?

The motion forms are MAPC's way of keeping record of who makes the motion and "seconds" it. Any voting member may present or second a motion. Only the delegate responsible for the voting card may vote.

REMEMBER!

Arrive at the AGM with the following:

- A Personal Electronic Device with a downloaded copy of The MAPC Book of Reports, if possible
- A copy of your *completed* credentials form (original needs to be sent to the MAPC office **PRIOR TO THE AGM**)
- A *completed* proxy form if you are acting as a proxy for another MAPC member group
- The Notice of Motions/Position Statements form for referencing the motions