



Athabasca University  
**Students' Union**

# Athabasca University Students' Union

## Annual General Meeting Information Sheet

**For the 2016 Annual General Meeting April 7, 2016**

The purpose of this backgrounder is to provide additional detailed information about the items on the agenda in order to facilitate an efficient and effective meeting. Please review this document, in conjunction with the meeting agenda and the documents related to each item, in advance of the meeting. Please contact the AUSU President or Executive Director in advance of the meeting if you have any questions.

### General Instructions and Procedures

#### **Attendance**

All types of AUSU members, including active, associate and honorary, are welcome to attend the annual general meeting.

Attendance at an AUSU annual general meeting is through a web based conference system but can also be accessed through conventional telephone system. Instructions to join the meeting are at the top of the agenda under the heading Log in Protocol.

The web based option will allow the participant to see documents presented, identify the speaker and the other attendees, raised their "hand" to be recognized as a speaker, and take full advantage of the meeting platform. Using the web based system and joining the audio portion by having the system call the participant's telephone is also more economical for AUSU.

#### **Chair**

The President of AUSU will chair the meeting. A parliamentarian will be in attendance to assist with interpreting meeting rules including those in bylaw and Roberts Rules of Order.

#### **Quorum**

The quorum requirement at a general meeting of AUSU is 10 active members.

#### **Speakers**

All types of AUSU members, including active, associate and honorary, are welcome to speak at the annual general meeting.

The meeting chair will recognize speakers and may create a speakers list to do so.

To be recognized as wanting to speak to the meeting, those attending using the web-based forum are encouraged to use the "hand up" icon.

#### **Motions**

The motions at a general meeting are called special resolutions.

There are two ways that a special resolution can be voted on at the general meeting. The first is if the membership was given 21 days' notice of the resolution. The resolutions on the agenda are in this category. The second is if 100% of voting members at the meeting agree to allow the resolution to be presented.

Special resolutions cannot be worded in such a way as to direct council to take specific action or make a specific decision that pertains to the management responsibilities of AUSU. Some examples of special resolution wording are:

That council consider ...

That council report to the membership on ...

That council review ...

Special resolutions require 75% approval of those voting. Abstentions are not part of the vote count. For example, if there are 45 voting members at the meeting and 5 abstain, there would need to be 30 yes votes (75% of the 40 votes cast) to pass the resolution.

## Voting

Only current active of AUSU may vote at the annual meeting.

Those attending the meeting will be asked to identify themselves and provide an AUSU student number so that their active membership can be verified. The membership list to determine voting rights will be the most recent list received by AUSU from Athabasca University.

If five active members request it, a secret ballot can be used, otherwise the chair will determine the best way to hold a vote.

## Other Procedures

Further details of the meeting procedures can be found in the AUSU bylaws and in Roberts Rules.

## Agenda and Minutes

### 1.0 Approval of Agenda

An agenda for the meeting has been circulated and a motion to approve the agenda will be presented.

The agenda sets out the order in which specific items will be addressed. The group may make any changes it wishes before voting to adopt the agenda.

If there is a subject not covered in the circulated agenda, it can be added as an agenda item during the discussion of the motion. It is not necessary to add or amend possible motions or specifics details of an agenda item at this point. It is the items for the meeting and their order which is being approved.

### 2.0 Adoption of 2015 AGM Meeting Minutes

Approval of last year's annual general meeting minutes from May 27, 2015 will take place. Only an annual meeting can approve annual meeting minutes.

## Action Items

### 3.0 Annual Financial Statements

The AUSU financial statements for the fiscal year October 1, 2015 to September 30, 2016, as audited by Kingston Ross Pasnak, are included in the annual report, and are subject to approval by special resolution.

### 4.0 Appointment of Auditor

Bylaws state that an auditor must be appointed at the annual general meeting. The firm of Kingston Ross Pasnak is being recommended as they have provided good service in past years and are familiar with AUSU accounting procedures and files.

## Information Items

### 5.0 Presentation of Policy Revision 3.04

Policy 3.04 deals with referendums and plebiscites. While the current policy does not deal directly with member petitions, it does use the term petition. The use of the term petition is different than the way petition is used in the Post-secondary Learning Act, which grants students the right to petition the council. The draft edits that will be presented to the membership for input at the meeting, are intended to clearly define petition and ensure that members have the full right to petition council the PSLA intends them to have.

It is also intended to ensure that council does not delegate the management of AUSU through referendum or petition, a responsibility that is entrenched in the PSLA.

This is an information item so that it can be presented to the membership as part of the annual meeting. Council will continue to discuss the policy amendments after the annual meeting.

## **6.0 Presentation of AUSU Annual Activity Report**

The AUSU annual report has been published and will be officially presented the membership at the annual meeting. It has been a very busy and successful year and members are encouraged to read the annual report, bring any questions or comments to council or staff at this meeting or at any time.

## **7.0 Presentation of the Forensic Audit Recommendation Committee Report**

The AUSU Forensic Audit Recommendation Committee Report has been published and will be officially presented the membership at the annual meeting. It is a comprehensive report and Council has adopted the recommendation it contains, committing to implementation by the end of this fiscal year.

Members are encouraged to read the committee report, bring any questions or comments to council or staff at this meeting or at any time.

## **8.0 Presentation of the Executive Compensation Review Committee Report**

The AUSU Executive Compensation Review Committee Report has been published and will be officially presented the membership at the annual meeting. It is a comprehensive report and Council has adopted the recommendation it contains. Executive compensation for the incoming council has been revised and a regular process of review is being instituted.

Members are encouraged to read the committee report, bring any questions or comments to council or staff at this meeting or at any time.

## **Question & Answer Period**

### **9.0 Question & Answer Period**

All meeting participants are encouraged to participate in the Question & Answer period.

This is a regular part of this meeting and as such will be recorded, will follow Robert's Rules of Order, and will be minuted.

Each member will be permitted one question and one corollary question at a time and a speakers list will be followed in order to allow access to as many participants as possible. At the discretion of the Chair, and if time allows, one additional corollary question may be asked by a member.

The Chair will direct the question to the appropriate Councillor or staff member for a response.

Members are also invited to contact the AUSU office with any questions that arise from the meeting at [ausu@ausu.org](mailto:ausu@ausu.org) , 780.497.7000, or 1.855.497.7003.