



boabc

Promoting Building Safety and Professionalism



Preliminary Notice 2020 Annual General Meeting Building Officials Association of British Columbia

When: 12:30 PM (PST) Sunday, November 15, 2020

Where: Virtually Via Zoom

1. Virtual Meeting

As permitted by section 4(1) of the Ministerial Order No. M167 (the “M167”) and observing current provincial public health orders, the 2020 annual general meeting (“AGM”) of the Building Officials Association of BC (“BOABC”) will be held virtually with the members of the Executive Committee in attendance and live streamed to BOABC members via Zoom.

2. Formal Notice and Agenda

To follow under separate cover on or before Friday, October 16, 2020

3. Right to Attend

Under section 5 of the M167, the BOABC establishes the following rules for attendance at the 2020 AGM:

3.1 Attendance

All members will be able to attend the 2020 AGM virtually via ZOOM and to connect via (a) audio only or (b) both audio and video. The link to the meeting and instructions for joining the meeting will be sent on or before Friday, October 16, 2020. The meeting notice will include instructions on registration.

3.2 Pre-Registration

Members who wish to attend the AGM must register on or before 12:30PM Friday, October 30, 2020. Attendance at the AGM without registration will not be permitted to enable sufficient resources are available for the number in attendance.

4. Rules and Procedures for the Virtual AGM

Under section 5 of the M167, the BOABC establishes the following rules and



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procedures for the 2020 AGM.

4.1. Nominations for Executive Committee:

- 4.1.1. Nomination(s) for any vacant position on the Executive Committee must be submitted, in writing, on a form prescribed by the BOABC, signed by two “Eligible Members” i.e. Regular and Associate One Members in good standing (the “movers”) to the CAO (Interim) via email to 2020AGM@boabc.org no later than **12:30PM, Friday, October 2, 2020**.
- 4.1.2. Nominations will not be accepted “from the floor” during the AGM.
- 4.1.3. Nominees must be Eligible Members.
- 4.1.4. A nominee must accept the nomination in writing either by signing the nomination form or sending their acceptance separately by letter to the CAO (Interim) via post, courier or email to be received no later than 12:30PM, October 2, 2020.
- 4.1.5. The deadline to withdraw from nomination is no later than **12:30PM Friday, October 9, 2020**.
- 4.1.6. The Nomination Committee will review all nominations. The names of the eligible candidates and the respective positions they are contesting will be posted on the BOABC Member Forum under “2020 AGM” on or before Friday, October 16, 2020.
- 4.1.7. Nomination(s) received after **12:30PM, Friday, October 2, 2020** will not be accepted.

4.2. Motions submitted Electronically

- 4.2.1. To be considered at the 2020 AGM, any motions (motions include resolutions) must be submitted electronically, on a form prescribed by the BOABC, signed by two Eligible Members (“the movers”) and be received by the CAO (Interim) via email to 2020AGM@boabc.org by no later than **12:30PM, Friday, October 2, 2020**.
- 4.2.2. Motions will be posted within the BOABC Member Forum under “2020 AGM” as they are received. The movers of a motion may provide a statement in support of the motion, which will also be posted within the Member Forum under “2020 AGM”.
- 4.2.3. Members, except student members, will be able to comment within the Member Forum on any motion that has been submitted. Comments will be visible to all members within the Member Forum. Members must use their full name and Zone when providing comments. Anonymous comments are not permitted and will be deleted. The ability to comment on motions is intended to provide an opportunity for debate on any motion submitted, and to assist the movers of a motion in



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determining if they wish to withdraw or make changes to the motion.

- 4.2.4. The last day for the movers of a resolution to withdraw or make changes to a resolution will be **12:30PM Friday, November 6, 2020**. Following receipt of any notice of withdrawal or change to a motion, the notice will be posted in the Member Forum under “2020 AGM”.
- 4.2.5. Motion(s) received after **12:30PM, Friday, October 2, 2020** will not be accepted or considered at the AGM.

4.3. Voting on the motion(s)

- 4.3.1. Voting on the motions on the table after the question is called, will be conducted through the Zoom Polling Application. The voting will remain open for 3 minutes after the question is called.
- 4.3.2. On each motion, the Chair will declare the results upon conclusion of the voting.

5. Voting for the director(s)

- 5.1. Voting for the vacant position(s) will be conducted one position at a time. and be facilitated through the Zoom Polling Application. The voting will remain open for 3 minutes after the nomination is closed.
- 5.2. The Election Scrutineer shall declare the results upon conclusion of each vote.

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Manjit S. Sohi
BOABC, CAO (Interim)

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Lorena Staples, Q.C.
BOABC Legal Advisor

Preliminary Notice for 2020 AGM Dated September 14, 2020

Please direct any inquires or concerns to the CAO (Interim) at 2020AGM@boabc.org

