



2020 Annual General Meeting

Nominations

Special Resolutions

Ordinary Resolutions

Voting Information, Proxy Rules and Proxy Forms

Note to Members

Please be aware that this iteration of the Annual General Meeting booklet is a snap shot in time and only contains the Candidates for Nomination and the Special Resolutions received by their respective deadlines of February 28 and January 31, as well as Ordinary Resolutions reviewed to date by the Resolutions Committee. As members submit Ordinary Resolutions and those are reviewed by the Resolutions Committee, this document will be updated and shared electronically again during March and April. The final version with the agenda and procedures for the AGM will be circulated before the AGM (May 2-3) and printed copies will be available onsite for members.



Candidates at a Glance

We are pleased to present the following candidates who have been nominated for the open positions on the Board of Directors to be voted on during the AGM.

The elected Board of Directors performs an important and vital role in representing and supporting our members at the provincial level. To help members learn more about each candidate, we presented them with the same set of questions. The following pages contain their answers and provide voting members an opportunity to learn more about candidates prior to voting.

Only regular members in good standing as of December 31, 2019 are able to vote at the AGM. Your council's vote can be cast by proxy. Proxy forms can be found at the end of this booklet.

Candidate	President 2020-22 (2 yrs)	1st VP 2020-21 (1 yr)	2nd VP 2020-22 (2 yrs)	Secretary 2020-22 (2 yrs)	Director (2) 2020-22 (2 yrs)
Andrea Sinclair	•				
Sarah Shakespeare		•			•
Rina Diaz			•		•
Teresa Blades				•	•

Meet the Candidates

Join us in the Bridgeport Room

Friday, May 1 at 7:00pm

for your opportunity to hear from
the Board candidates prior to the AGM



Candidate for President

Andrea Sinclair

School District #39 (Vancouver)

Nominated by: DPAC #39 (Vancouver)

1. Please tell us about yourself.

During my years on the Board, specifically in my current role as President, I have presented to parents and DPACs and, represented BCCPAC and provided parent perspective to government staff (Education and other Ministries) and education partners through work on committees discussing teacher standards, curriculum and assessment, student safety, inclusion and SOGI, mental health, and the provincial budget including the funding model review. My goal is to ensure the parent voice is heard and represented and that BCCPAC retains its place as a key education partner.

With over 25 years in marketing and communications, I've built and managed programs and events and been responsible for budgets and staff. I'm well-practiced in leading teams and working cross-functionally. In addition to my broad experience serving on PACs, I am well-versed in board policies and governance. I am a strategic thinker and an approachable leader who fosters open collaboration, transparent communication, and good governance. This coupled with my professionalism, public speaking and facilitation skills, enables me to be both a strong leader and spokesperson for the Board and a strong advocate on behalf of parents.

2. Describe the involvement that you have with the K-12 education system.

As President, all my education advocacy time is devoted to BCCPAC. My goal is to ensure the parent lens and voice continues to be represented and heard in all K-12 education discussions with government and partners. This includes writing submissions and making presentations, meeting with Ministers and MLAs, attending partner events to educate their members on the formal roles of DPACs and PACs and the role of BCCPAC within public education, and representing parents and participating on government-led committees on issues relating to education.

I am currently on the PAC Executive at my children's high school. I have a broad experience serving in various roles, including Chair, on my elementary school PAC Executive. During my tenure at the PAC level; I increased parent engagement and communication, ensured documentation of our processes, created structure for succession, and led the revision of our Constitution and Bylaws.

3. Why do you wish to serve on the BCCPAC Board of Directors?

My goal is to continue to advocate for strategic and systemic change within public education. I bring my skills as a leader and communicator to continue to position BCCPAC as the respected provincial voice of parents with public education stakeholders and government for the benefit of parents. Over the last two years as President, I have worked diligently to ensure the parent perspective is represented and it would be my privilege to continue.



4. Please tell us how you adjust to changes when you have little or no control.

Change is inevitable and often necessary and very often we don't have. I will endeavour to ask questions, seek out facts, to learn more and to better understand how the change will affect all parties involved and look for solutions that may involve compromise. I do accept change as often I am advocating for changes. I will always accept a change if it's a group decision as in the case of a Board decision.

5. Describe a situation when you had to solve a problem but didn't have all the necessary tools or information.

During the last board trustee elections there was many conversations and much misinformation circulating. It was critical that BCCPAC communicate the facts objectively and as fully as possible to parents. It was important to spend time asking questions to obtain information then reviewing options to move forward to ensure the facts were communicated without bias to enable members to make their own informed decisions.

6. Describe a time how you have helped build a team in an organization (work or volunteer).

Managing a group of people who don't know each other but have been brought together and bring different skills and knowledge, helping them to understand their roles and each other and work together as a team is challenging but doable. As President this last year, much of my time was spent ensuring we focused on BCCPAC goals and worked towards those for the benefit of parents. The key is listening, understanding and clear communication.

7. While rewarding, being a Board member can be time consuming. How do you see yourself balancing professional or personal life with your duties as a board member?

I've spent the last two years working many hours each week on behalf of BCCPAC and parents. I am fortunate to have flexibility with my time and the support of my family. I remain committed and will devote the time needed to be the strong leader the Board needs.

8. How do you think BCCPAC can best support parents?

By continuing to strengthen support and deepening our relationship all our members and by demonstrating more value to them. Connecting with members and educating parents is powerful; many don't know all the work that BCCPAC does on their behalf, and many PACs aren't members. We need to hear more from members and we need to better communicate all the advocacy and work both the Board and Committees are doing on behalf of members.



Candidate for 1st Vice President, Director

Sarah Shakespeare

School District #23 (Central Okanagan)

Nominated by: COPAC (DPAC #23)

1. Please tell us about yourself.

I always live my life with a “Glass is Full” attitude. As a Personal Trainer and Life Coach for over 27 years, helping people enrich their lives and discover their inner and outer strength, is something that I enjoy. Through working and volunteering in my community and as a Health and Fitness Professional, I have gained the knowledge, experience and confidence to sculpt and build a positive mindset. I am a passionate Public Speaker, and I always leave the stage, hoping that I have empowered people to live a fulfilled life, whatever that may mean to them. I am a dedicated wife, and a mother of three strong and determined, daughters. Born and raised in England, I moved to Canada in 2000 - excited to be celebrating my 20th year in 2020. I live in beautiful Kelowna, British Columbia and feel lucky to live and nurture my family and community in my dream destination!

I have been volunteering in my community for over 21 years, mainly the public-school system, as I am passionate about education. I had a fantastic experience throughout my school years, which I fondly look back on. I wish to help support, encourage and build-up other families so they can be successful within the public-school system as well.

2. Describe the involvement that you have with the K-12 education system.

As a proud “PAC Parent” for over 21 years, the urgency to be involved in my daughters’ lives outside of the family home, have me scheduling my time on several committees, providing the opportunity to be a part of the entire school community!

I have held several positions on different PAC’s including PAC President, Vice-President & Secretary. I have helped set-up, mentor and encourage new PACs, as well as re-align PACs when they have lost direction, lending support and knowledge.

At the School District level, I joined my DPAC Executive as a Member-at-Large and transitioned into Vice-President, the next year. When I became the DPAC President the following year, I immersed myself even more into the community of schools across my District. I love being involved in what I call “school business,” as I am incredibly interested in building a strong school foundation within communities, full of engaged parents.

3. Why do you wish to serve on the BCCPAC Board of Directors?

I have spent many years being involved in my school community and have enjoyed every aspect of it. I love working with like-minded parents who want to make a difference. I have an interest in Public Education, as I believe that it is such a valuable resource to focus on in our daily lives. I am excited for the opportunity to put my energy towards helping all students, parents and School Districts succeed and advocate in whatever capacity is needed to help encourage open and meaningful dialogue.



4. Please tell us how you adjust to changes when you have little or no control.

I adjust to change, simply because I believe that we cannot have our way in every given situation in life. Having the ability to adapt my mindset allows me the flexibility to empathize and work with others in any given situation. We may not all agree, but we can do it in a wholesome and respectful manner.

5. Describe a situation when you had to solve a problem but didn't have all the necessary tools or information.

When I find communication between myself and others is low, then the outcome is destined not to be of success. When I have dealt with situations without getting the full story, the problem has been more challenging to solve. It is important to acknowledge we come from different backgrounds, cultures and communities, but we all have one thing in common – that our children and all students receive the best quality education possible.

6. Describe a time how you have helped build a team in an organization (work or volunteer).

I am a born leader since my parents instilled a strong work ethic and excellent leadership skills at an early age. I have a passion for community and people to come together and focus on a common goal. I have spoken with like-minded individuals on committees that have needed to find their purpose again and to work together in a direction that meets the needs of themselves, their families and their community. PAC and DPAC parents work extremely hard and often experience volunteer burnout. It is essential to listen and empathize with parents to attain a common goal.

7. While rewarding, being a Board member can be time consuming. How do you see yourself balancing professional or personal life with your duties as a board member?

I am an energetic, ambitious and dedicated member on many different Boards. This has provided me with excellent communication skills in conflict/resolution, as well as exceptional time-management skills to prioritize deadlines that need to be met in a timely fashion. I am able to do this in personal, professional, community and "school business." Elected onto a board that is impactful, respectful and strong are values I share.

8. How do you think BCCPAC can best support parents?

I think that parents need to be well informed to make the best possible decisions for their children's education and growth. I believe that parents will be more engaged within their School District if they feel they have a voice and are heard. I would love to see diverse and engaged parents of all grade levels be excited about what is happening at their school. BCCPAC has the ability to do what no other board can do, bring all member parents and educational stakeholders together to build healthier and safer schools and input on policies and procedures in education at the provincial level.



Candidate for 2nd Vice President, Director

Rina Diaz

School District #36 (Surrey)

Nominated by: DPAC #36 (Surrey)

1. Please tell us about yourself.

Passionate mom of three girls that never waits for things to change, instead takes the initiative to create change. I faced many barriers and hardship as a child and now I work tirelessly to provide a better future for my girls. However, that's not enough. I feel that I need to work even harder to provide all children with a better future so that no one is left behind.

2. Describe the involvement that you have with the K-12 education system.

I have been an active PAC Executive at the school level since 2011. I have held many positions including chair/president. At the District level, I held the position of Director 2018/2019 while at the same time I ran for a Trustee position in the municipal elections. This year I hold the position of president/chair both at the school level and district level.

3. Why do you wish to serve on the BCCPAC Board of Directors?

Over the years, I have seen the great work that this organization has done. BCCPAC has provided me with guidance, leadership and the knowledge I needed to successfully restructure my school PAC and restructure my DPAC. I now feel that I want to dedicate some of my time to this organization so that I may use the knowledge I have acquired to help others.

4. Please tell us how you adjust to changes when you have little or no control.

I assess the situation and seek knowledge to arm myself with it. I seek support to help me stand stronger and I take control.

5. Describe a situation when you had to solve a problem but didn't have all the necessary tools or information.

When I joined the school PAC. I noticed how disorganized it was and it was using a Constitution that was 14 years old. I had to search for the resources to write a proper constitution that reflected the needs of our school. I had to seek guidance on how to speak up about changes that we needed within our organization.

6. Describe a time how you have helped build a team in an organization (work or volunteer).

In order to restructure my PAC and DPAC, I had to seek out parents to help me do all the work that was required. I created a strong Executive team at the school level and a strong Board of Directors at the DPAC level. Today I can say that we successfully accomplished what we set out to do and are now as strong of an organization as ever on both levels.



7. While rewarding, being a Board member can be time consuming. How do you see yourself balancing professional or personal life with your duties as a board member?

None of us ever have extra time. We do what we can, when we can. I do believe though that whatever time I am able to contribute, can and will have an impact on the success of this organization

8. How do you think BCCPAC can best support parents?

By continuing to provide guidance and resources to help them achieve their goals. By educating and empowering them to seek change for our children. By always providing support for parents to stand strong.



Candidate for Secretary, Director

Teresa Blades

School District #35 (Langley)

Nominated by: DPAC #35 (Langley)

1. Please tell us about yourself.

I am a mother of 3 children aged 12, 10 and 3 years, with one of those children recently diagnosed with a learning disability. I have been an Early Childhood Educator for over 14 years and most recently completed training in Special Needs and Infant/Toddler education. I have a Diploma in Music and have taken various courses to help support the families I work with on a daily basis. Having grown up in East Vancouver and being a first generation Canadian, I understand the struggles many students face when learning a new language. I am fortunate to have been raised by my grandparents who instilled in me a pride of heritage and language. I have been a President on a strata council when we previously owned a townhouse and that experience has given me valuable experience in navigating a wide variety of personalities and opinions. I have worked with our local DPAC and more recently, I joined with group of fellow ECE's in creating the Multiage Childcare Association which continues to work to advocate and support multiage childcare providers.

2. Describe the involvement that you have with the K-12 education system.

Having been involved with our local DPAC since 2014, and now having a child who has a diagnosis, I have gained valuable insight into how the educational system works within our district and where there is a space for families to collaborate and include our voice within the district. Having been an Early Childhood Educator for many years, I am also aware of the changes that are taking place at the provincial level and the connections between early learning and the K-12 school system. During my 6 years with DPAC, I have been a representative on various committees and in this past year have focused on working with the districts Emergency Preparedness committee where many of my suggestions have been put into play, as well as our Scholarship committee where we are now able to offer multiple scholarships to students within our district.

3. Why do you wish to serve on the BCCPAC Board of Directors?

I believe my background in Early Learning, music education and my experience with being a board member of DPAC for many years, I would be an asset to the BCCPAC board and am able to offer a unique perspective on those areas. Having a board with knowledge in a variety of specialties is important for both growth and diversity.

I look forward to advocating for all of our families who are important stakeholders in our children's education.

4. Please tell us how you adjust to changes when you have little or no control.

Change is inevitable. Both with personal and professional, change has required me to not only learn a new skill but to look at solutions through a new lens and then find ways to support those around me. It has also given me the opportunity to become an advocate and speak up to support both my family and my community.



5. Describe a situation when you had to solve a problem but didn't have all the necessary tools or information.

Several years ago, our small community learned of a land swap deal that would add a townhome development in place of an originally planned neighbourhood school. Having little to no knowledge of the process, I joined my neighbours and we fought for a school to be built. We advocated in newspapers, Township council meetings and school board meetings. This prompted me to join DPAC in hopes that all of our communities were heard as we were not the only ones affected. I am proud that by pushing through an unknown and uncomfortable learning curve, we were able to connect with the district and other stakeholders and encourage transparent communication.

6. Describe a time how you have helped build a team in an organization (work or volunteer).

I strive to better myself by empowering those around me. I have been a supportive founding member of the Multi-Age Childcare Association of BC where I work with our membership to help support them in navigating resources at a local level and ministerial changes at the provincial level.

It has been an honour to work with the Minister of Childcare and other ministry staff to ensure that this type of care is acknowledged at the provincial level.

7. While rewarding, being a Board member can be time consuming. How do you see yourself balancing professional or personal life with your duties as a board member?

I have been fortunate that I am able to alter my working schedule and make accommodations as necessary to support my community endeavors.

I have the confidence in myself, and the support of my family to work with the BCCPAC board at the provincial level. I have been able to manage my time and devote appropriately to my family, work, school and community involvements.

8. How do you think BCCPAC can best support parents?

Communication is vital. Listening and valuing others concerns even when they are difficult conversations, or you may not have all the answers. Regular communication between the board and community as a whole are key as well. Often seemingly unconnected groups benefit from this communication as well as share important relevant information.



Proposed Resolutions – Listing

- 2020.01 Amendment to Duties of Directors (Special Resolution)
Submitted by BCCPAC Board of Directors
- 2020.02 Amendment to Bylaws re Business of the AGM (Special Resolution)
Submitted by BCCPAC Board of Directors
- 2020.03 Amendment to Bylaws Regarding Resolutions (Special Resolution)
Submitted by BCCPAC Board of Directors
- 2020.04 Increase in Membership Fees
Submitted by BCCPAC Board of Directors
- 2020.05 Updates to Policy 4020
Submitted by BCCPAC Board of Directors



2020.01 Amendment to Duties of Directors (Special Resolution)

Submitted by: BCCPAC Board of Directors

Be it resolved that the BCCPAC Constitution and Bylaws be amended to read:

Directors

7.1 All Directors shall:

- (a) Keep up to date on the affairs of the Society;
- (b) Carry out delegated responsibilities;
- (c) Act honestly and in good faith with a view to the best interests of the Society;
- (d) Exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances; and
- (e) Act in accordance with these bylaws and the BC Society Act

Positioning Statement: These additional duties of directors are consistent with current BCCPAC policies and values and the wording is taken directly from the BC Society Act. In addition to adhering to the current BC Society Act, the Board believes these duties should be codified in the BCCPAC Constitution and Bylaws to underscore the importance of such behaviour.

BCCPAC will update any affected internal policy and procedures accordingly.

Implementers: BCCPAC Board and staff

Interested Parties: BCCPAC Members, BC Registries

2020.02 Amendment to Bylaws Regarding Business of the AGM (Special Resolution)

Submitted by: BCCPAC Board of Directors

Be it resolved that the BCCPAC Constitution and Bylaws be amended to read:

Business of Annual General Meeting

3.2 The business of the annual general meeting shall be to:

- (a) receive from the Board a report of its activities during the previous year including the presentation and approval of financial statements;
- (b) ratify policy;
- (c) establish the priorities of the Society for the coming year;
- (d) adopt a budget for the coming year;
- (e) appoint auditors, if required;
- (f) receive reports from members;
- (g) elect the Board;
- (h) consider appeals regarding expulsion of membership;
- (i) establish the membership fee; and
- (j) transact such other business as may require the attention of the members.



Proxy

- 4.10 (a) Proxy voting shall be permitted at general meetings.
- (b) A proxy may be received from each Regular member in good standing provided that the proxy is in writing and signed by a minimum of two members of the Regular Member's executive, and the proxy vote is cast by an official delegate of the Regular Member.
- (c) **The above proxy is valid only at the meeting for which it is issued.**

Positioning Statement: These additional words add clarity and ensure BCCPAC's Constitution and Bylaws reflect items that regularly happen, but more importantly, should always occur at the AGM. Both of these statements also ensure BCCPAC is following the requirements of the current BC Society Act.

BCCPAC will update any affected internal policy and procedures accordingly.

Implementers: BCCPAC Board and staff

Interested Parties: BCCPAC Members, BC Registries

2020.03 Amendment to Bylaws Regarding Resolutions (Special Resolution)

Submitted by: BCCPAC Board of Directors

Be it resolved that the BCCPAC Constitution and Bylaws be amended to read:

Section 4.8 Resolutions

- a) In case of an equality of votes the chairperson shall not have a casting or second vote in addition to the vote and the proposed resolution shall not pass.
- b) **Resolutions must be submitted in the form prescribed in Policy 4020 - Member Resolutions Policy**

Positioning Statement: The Board understands the importance and value of Policy 4020; it is the only Board Policy that requires a resolution at the AGM for changes to be made. Adding this language to our Constitution and Bylaws will entrench the special status of Policy 4020. It will also help to ensure equality and transparency of the resolution submission process by directing all members to Policy 4020 which prescribes a standard form for resolutions.

BCCPAC will update any affected internal policy and procedures accordingly.

Implementers: BCCPAC Board and staff

Interested Parties: BCCPAC Members, BC Registries



2020.04 Increase in PAC Membership Fees

Submitted by: BCCPAC Board of Directors

Be it resolved that BCCPAC increase its annual PAC membership fee by \$50 effective September 1, 2020.

Positioning Statement: BCCPAC has not increased the fee for PAC members in 11 years. PAC and DPAC members likely appreciate the significant impact inflation has on operational costs if those costs are not addressed through comparable increases in funding. BCCPAC's operational costs have increased over the past 11 years to the point that BCCPAC members must make some tough choices, which could result in deep cuts.

Over the last decade, non-profit organizations and charities have found that the process of applying for grant funding has become much more competitive and restrictive. Rather than allotting funds for general purposes, Grant Funders now require funds be used only on specific, project-based activities. It is now generally assumed by Grant Funders that organizations have the capacity to self-fund their operational costs. In BCCPAC's case, funding we receive from the Ministry of Education and Community Gaming cannot be used for operational expenses such as the AGM.

In 2018, membership fees made up only 12.5% of overall revenue, yet 41% of expenses were operational in nature which includes the AGM. The proposed increase would raise membership fees to 21% of overall revenue. For BCCPAC to continue representing parents provincially on matters relating to resolutions and issues within public education and with the Ministry and the education partners, it's imperative we have revenue to do so on behalf of members.

As will be reflected in the 2019 Financial Statements and Treasurer's Report, BCCPAC continues to operate with a deficit and anticipates this trend continuing, as reflected in the 2020 Budget. Although significant savings have been found in several areas, our deficit continues, and deficits are not sustainable. BCCPAC needs to increase secure, sustainable revenue to maintain solvency – we need to secure sufficient funds to pay for expenses incurred (assets and revenue to cover expenses). Increased sponsorship and exhibitor fees, newsletter advertising and continued cost-cutting measures have not provided enough gains.

As stated, Grant Funders now expect non-profit organizations like BCCPAC to have the capacity to otherwise fund organizational activities like an AGM. It is not unreasonable to expect revenue from annual membership fees to cover, at a minimum, the costs associated with holding the AGM. While we are obligated to hold an AGM, we do have the option of reducing associated operating costs significantly by making choices such as removing or charging for food and beverage, eliminating travel subsidies, and/or holding the event at a local community center or school gymnasium.

If BCCPAC is unable to eliminate our deficit through an increase in membership fees, we will be forced to change how we operate. This would greatly impact our current position provincially, our ability to continue to represent parents throughout the province and affect change as we have for the past few years for the benefit of members.

BCCPAC will update any affected internal policy and procedures accordingly.

Implementers: BCCPAC Board

Interested Parties: BCCPAC Members, BC Registries, Ministry of Education



2020.05 Updates to Policy 4020

Submitted by: BCCPAC Board of Directors

Be it resolved that the BCCPAC Member Resolutions Policy 4020 be amended for clarity as indicated below.

Positioning Statement: Proposed updates to the Policy are primarily the rearranging of information already contained within the Policy to make it easier to read and more clearly understood by members. The suggested deletions bring the Policy in line with our current policies, Constitution and Bylaws; they do not change or diminish the process and procedures regarding resolutions from members. The references to Resolutions that require or suggest federal advocacy have been removed as BCCPAC has neither the skill nor the capacity or resources to pursue any national advocacy and our mandate is clearly provincial. The timeline for submission of Special Resolutions has been amended to mirror the revised Societies Act.

Policy 4020 – Member Resolutions Policy

This policy replaces all previous BCCPAC Resolutions Policies and governs all Resolutions for BCCPAC Annual General Meetings (“AGM”). **Resolutions passed at the AGM are the basis for the operations and advocacy work of BCCPAC. Any amendments to this policy require the approval of the members by Ordinary Resolution at an AGM. The Resolutions Committee exists to ensure that proposed resolutions are lawful and that the qualified proposers are assisted to develop effective resolutions.**

A. Guiding Principles

- ~~1. Resolutions passed at an AGM are the basis for the operations and advocacy work of BCCPAC.~~
- ~~2. Qualified Proposers have the right to submit resolutions at any time, including at the Annual General Meeting.~~
- ~~3. Resolutions submitted by a Qualified Proposer are property of the author(s) until they are accepted for debate at an AGM.~~
- ~~4. Any amendments to this policy require the approval of the members by Ordinary Resolution at an AGM.~~
- ~~5. The Resolutions Committee exists to ensure that proposed resolutions are lawful and that the qualified proposers are assisted to develop effective resolutions.~~
- ~~6. Members have a responsibility to ensure that they are prepared to engage in an informed debate and vote on resolutions at each AGM.~~

~~B. Purpose and Types of Resolutions~~ **A. Definitions**

3. Qualified Proposer:

- A Regular Member in good standing who has the right to vote at the AGM (BCCPAC Bylaws 2.3(a); 2.10; 4.9(a)).**
- The Board as a whole**

4. Qualified Resolution:

To qualify for consideration, a resolution must:

- not contravene any law; or**
- be consistent with BCCPAC’s constitutional purposes;**
- be submitted in the prescribed format. The Board will design the prescribed Resolution Submission Form consistent with this policy and make it available from the BCCPAC office and on the BCCPAC website;**
- not be reaffirmed until after the AGM following its adoption has occurred.**

C. Qualified Proposer

- ~~1. A Regular Member in good standing who has the right to vote at the AGM (BCCPAC Bylaws 2.3(a); 2.10; 4.9(a)).~~
- ~~2. The Board as a whole~~

D. Qualified Resolution

1. To qualify for consideration, a resolution must not:
 - a. contravene any law; or
 - b. be frivolous, vexatious, defamatory, or damaging to BCCPAC.
2. A resolution must be consistent with BCCPAC's constitutional purposes.
3. A resolution must be submitted in the prescribed format.
4. A resolution may not be reaffirmed until after the AGM following its adoption has occurred.

E. Submission Procedures B. Timelines

Introduction: ~~1.~~ Each Resolution along with the **must be accompanied by** a Proposer Position Statement, which provides the proposer's opening arguments supporting the resolution, must be prepared in the prescribed format and is required to be submitted electronically using a file format compatible with current BCCPAC technology. This rule does not apply to resolutions made on the day the AGM.

- ~~2.~~ **1.** Special Resolutions, as described in Section B.2, must be received prior to 11:59 PM on January 31st or 90 60 days prior to the AGM, whichever is earlier, to be considered at the AGM. They cannot be proposed at the AGM.
- ~~3.~~ **2.** Ordinary Resolutions must be received 60 days prior to the AGM to be considered for inclusion in the pre-circulated AGM Booklet. **Those accepted by the Resolutions Committee will be included in the AGM Resolutions Booklet and added to the AGM agenda in the order received.**
- ~~4.~~ Ordinary Resolutions which have been submitted by this deadline and subsequently accepted by the Resolutions Committee will be included in the AGM Resolutions Booklet and added to the AGM agenda in the order received.
- ~~5.~~ **3.** Ordinary Resolutions submitted after this deadline and accepted by the Resolutions Committee prior to the AGM will be added to the AGM agenda after the resolutions included in the pre-circulated AGM Resolutions Booklet. Every effort will be made to include these resolutions in the information package distributed to members at the AGM
- ~~6.~~ **4.** Ordinary Resolutions may be proposed from the floor of the AGM.
- 5.** Resolutions received after the closing date for the Resolutions Booklet but at least 40 days prior to the AGM, will be processed by the Resolutions Committee in time for those that are approved to be added to the agenda of the AGM.

F. C. Resolution Format and Content

- ~~1.~~ The Board will design the prescribed Resolution Submission Form consistent with this policy and make it available from the BCCPAC office and on the BCCPAC website.
- ~~2.~~ **1.** A resolution that advocates change in the BC public education system must:
 - a. address an issue that generally concerns BCCPAC or a significant portion of its members;
 - b. require advocacy at the provincial level; or
 - c. require advocacy at the federal level.
- ~~3.~~ **2.** All resolution submissions must be certified by two authorized executive members of the proposer and must be in the prescribed format.
 - e. a list of organisation(s) or person(s) who BCCPAC will ask to implement the resolution should it be approved at the AGM (Implementers); and
 - f. a list of organisation(s) or person(s) who should be advised of the resolution should it be approved at the AGM (Interested Parties).

G. D. Resolutions Committee

2. The Resolutions Committee will review each resolution received to ensure:
 - a. that it ~~is~~ **has been submitted by** a Qualified Proposer under Section ~~E~~ **A(3)**; and



b. that it ~~has been submitted by a~~ **meets the definition of a** Qualified Resolution under Section D **A(4)**.

3. The Resolutions Committee will review each resolution that has met the requirements of Section G.2 to consider whether:

a. to the extent possible, the resolution is clear, is actionable and will have the intended effect;

b. to the extent possible, the proposer's position statement is clear and factual;

~~c. that the list of Implementers suggested by the proposer is appropriate; and~~

~~d. that the list of Interested Parties suggested by the proposer is appropriate.~~

~~e. Should in the opinion of the Resolutions Committee the proposer's position statement is lacking important information, the Resolutions Committee may, with permission from the BCCPAC Board of Directors, include further comments that will be included in the resolutions booklet following the proposer's position statement. These comments will be headed, "Further comments from the Board of Directors". If further comments are made by the Board of Directors, the proposer of the initial resolution may have a written right of reply. C.~~

c. should the Resolutions Committee determine the proposer's position statement is lacking important relevant information, the Committee may, with permission from the Board, include further comments that will be included in the Resolutions Booklet. The proposer of the initial resolution has the right to reply, subject to applicable deadlines.



Annual General Meeting Voting Information and Proxy Rules

1. Every Regular Member in good standing is entitled to vote. For the 2020 Annual General Meeting (AGM), a Regular Member is in good standing if membership fees have been fully paid by December 31, 2019.
2. **To vote and speak at the AGM, ALL Regular Members in good standing must complete a Proxy Vote Form and submit it to BCCPAC in exchange for a Voting Card. Members who are unable to send their own PAC or DPAC delegate to the AGM may authorize another member to cast their vote at the AGM by completing this Proxy Form.**
3. Honourary, Life and Non-Voting members with Speaking Proxy cards are **not** entitled to vote.
4. All BCCPAC Proxy Vote Forms must be completed and signed by two members of that member's PAC/DPAC executive in order for an official delegate to exercise Regular Member voting rights.
5. To expedite registration and operations onsite, members are encouraged to scan and email (or mail) completed Proxy Vote forms to the office in advance of the AGM. **Proxy Vote forms received in this manner no later than April 24, 2020 at 4:00pm will be verified and registered by BCCPAC in advance of the AGM.**
6. Voting cards for these Proxy Vote forms may be picked up by the official delegate at the Proxy Room (at Conference/AGM) with proof of identity. Confirmation of Proxy Vote forms submitted in advance will be sent by email within three days of receipt and registration to the Executive officers who signed the form. If you do not receive confirmation, please contact the office.
7. Proxy vote forms not received April 24, 2020 are required to be delivered to the Proxy Room onsite at the Conference/AGM May 1-2 to receive a voting card to participate at the AGM. Please note that as Proxy Vote forms need to be validated and processed before they can be exchanged for voting cards, BCCPAC cannot guarantee that Proxy Vote forms received after 5:00 pm on May 1, 2020 will be processed and exchanged for voting cards in time for the start of the AGM.
8. The official delegate carrying your Proxy Vote should be aware of how your council wishes its vote to be cast. By authorizing an official delegate through this proxy process, members are cautioned that BCCPAC cannot guarantee that the official delegate will vote the way your council wishes. Members are encouraged to discuss proposed resolutions prior to the AGM and communicate how votes should be cast to their delegate keeping in mind that new information frequently comes to light when debating resolutions.

How to Complete and Use the Proxy Form

Prior to the AGM:

- Fill out the Proxy Form
- Have the proxy form signed by two members of your council's executive
- Scan and email a copy or mail original (keep a copy for your records) of the Proxy Form to our office no later than April 24, 2020 OR Bring the signed proxy vote form to the Conference venue on May 1, 2020.

At the Conference/AGM:

- Bring your Proxy Form with you
- Upon arrival, please register at the BCCPAC registration desk to receive your AGM delegate package
- Please go to the Proxy Room to register Proxy Vote form(s) (if these were not sent to the BCCPAC office in advance) and/or to pick up voting cards.



AUTHORIZED AGM PROXY VOTE FORM

1. Every Regular Member in good standing is entitled to vote. For the 2020 AGM, a Regular Member is in good standing if membership fees have been fully paid by December 31, 2019. **To vote and speak at the AGM, ALL Regular Members in good standing must complete a Proxy Vote Form and submit it to BCCPAC in exchange for a Voting Card.**
2. **Each Regular Member must complete their own authorized Proxy Vote form with the appropriate council executive signatures** whether they attend in person or pass their voting right to another member.
3. A Proxy Vote may be transferred to another registered AGM delegate in the event an official delegate cannot be present for the entire AGM.

If you do not wish to authorize a transfer check here

In compliance with the BCCPAC Bylaws, Sections 3.9 & 4.10:

For Office Use:

Voting Card # _____

We, _____
(Name of member PAC or DPAC and School District #)

hereby authorize _____
(Name of Official Delegate)

or, _____
(Name of Alternate Official Delegate)

To vote and speak on our behalf.

Signature

Signature

Member Council Executive Title

Member Council Executive Title

Phone

Phone

For Office Use:

Official Delegate/Alternate: _____
Print Name

Signature

Transfer Authorization to: _____
Print Name

PAC or DPAC Name



AUTHORIZED AGM PROXY SPEAKER FORM

1. Regular Members who paid their membership fees **after December 31, 2019** are entitled to attend and speak, **but not entitled to vote**, at the 2020 AGM.
2. All Non-Voting Regular Members who wish to speak during the AGM must designate an official delegate(s) to speak on their behalf whether they attend in person or pass their speaking right to another member. Each Non-Voting Regular Member must complete their own authorized Proxy Speaker Form with the appropriate member PAC/DPAC executive signatures. To expedite the onsite, members are encouraged to scan and email (or mail) completed Proxy Speaker form to the office in advance of the AGM. **Proxy forms received in this manner no later than April 24, 2020 at 4:00pm will be verified and registered by BCCPAC in advance of the AGM.**
3. A Proxy Speaker Card may be transferred to another registered AGM delegate in the event an official delegate cannot be present for the entire AGM.

If you do not wish to authorize a transfer, check here

In compliance with the BCCPAC Bylaws, Sections 3.9 & 4.10:

For Office Use:

Speaking Card # _____

We, _____
(Name of member PAC or DPAC and School District #)

hereby authorize _____
(Name of Official Delegate)

or, _____
(Name of Alternate Official Delegate)

To speak on our behalf.

Signature

Signature

Member Council Executive Title

Member Council Executive Title

Phone

Phone

For Office Use:

Official Delegate/Alternate: _____
Print Name

Signature

Transfer Authorization to: _____
Print Name

PAC or DPAC Name