



Atlantic Association of College  
& University Student Services  
Association des services aux étudiants  
des collèges et universités de l'Atlantique

## AACUSS 2023 Annual General Meeting

Tuesday, June 13, 2023

10:00 ADT | 10:30 NDT

### Important instructions and tips to participate

#### Prior to the meeting:

- RSVP: <https://www.aacuss.ca/event-5207206>
- Ensure Zoom works on your device. (or download Zoom if you don't currently have it)
- Review materials found at <http://member.aacuss.ca/agm2023>

We are utilizing an online format for this meeting. All members are welcome to attend. If you are not a voting member, you are welcome to attend, but you must RSVP. All members can vote. Note: your membership must be current as of the 2022-2023 year.

Every member **MUST** be logged in to the Zoom platform to participate (vote) in the AGM. The meeting will take place online and should last approximately 60 minutes, but we've booked extra time if it is required.

#### Zoom Meeting instructions

These instructions will be resent to all members who RSVP'd in a reminder email in advance of the AGM.

If you have any questions, please contact [secretary@aacuss.ca](mailto:secretary@aacuss.ca).

#### Login instructions:

1. In your browser, go to the zoom link sent to you in the event confirmation email.
2. When you enter the room, change your name so it displays as your *full name and institution* (e.g. Brittany Spears, UPEI). You can change your name by clicking on the 3 small dots (...) in the top of your image on the screen and click "rename". Your institution is required for us to be able to confirm your membership.
3. Note that on first login, you may have to download a plugin to access Zoom. We recommend that you test this link in advance in particular if you need an administrator to approve downloads/installations on your device.
4. Plug in your headset and ensure your audio is working.

#### A note about audio:

Participants will be muted during the meeting in order to cut down on background noise.

#### How do I ask a question?

You can ask a question by using the chat function in the bottom corner of the meeting platform. You can also use the "Raise your hand" button if you wish to speak. The

moderator will unmute the participants. If you wish to speak to ask your question, please ensure you have a headset (earphones / microphone) to prevent audio issues.

## Voting instructions

Voting on all motions will take place as a “Poll” within Zoom. The wording of the motion will be listed on the screen and read out loud. In some cases, the presiding officer will ask for a “mover” or “second”. The mover must type “I move”. The seconder must type in the Chat box “I second” (ensuring that your full name and institution is listed).

The motion will appear as a poll:

*e.g. “Be it resolved that the agenda be approved”.*

(The mover and the seconder to the motion will appear in the chat box and be acknowledged by the meeting moderator).

All members who are logged in will be asked to complete the poll. The answer choices will be:

In favour	<input type="checkbox"/>
Opposed	<input type="checkbox"/>
Abstain	<input type="checkbox"/>

An abstention is counted towards quorum but not for or against a motion. Typically, you would abstain if you do not have enough information to make a decision or if you believe your vote is a conflict of interest.

There are recommended changes to the Constitution and By-Laws. The members will be asked to vote to approve the new bylaws. The amendments are posted online at [www.aacuss.ca/agm2023](http://www.aacuss.ca/agm2023).

In addition, the members will be asked to accept the reports of the President, Treasurer, and Nominations Committee.

## Quorum

In order for the AGM to be considered valid, we need to have a minimum of 20% of the members counted (logged in to the online Zoom platform).

## Questions

Questions can be directed to Jaclyn Borden, AACUSS Secretary at [secretary@aacuss.ca](mailto:secretary@aacuss.ca)