



*THIS EMAIL IS SENT ON BEHALF OF THE RESOLUTIONS AND POLICY DEVELOPMENT COMMITTEE TO BOARD CHAIRS, DIRECTORS AND CHIEF FINANCIAL OFFICERS*

**PROPOSED BYLAW AMENDMENTS AND RESOLUTIONS PACKAGE –  
2016 AGM**

**PLEASE PROVIDE A COPY OF THIS MEMORANDUM AND THE  
ATTACHMENTS TO ALL OF YOUR BOARD MEMBERS**

Please find attached:

1. The package of “*Proposed Bylaw Amendments and Resolutions*” to be presented by the Resolutions and Policy Development Committee at the Association’s Annual General Meeting on November 13-15, 2016. Each resolution has been categorized according to the Association Position Statement to which it relates.
2. *Position Statements.*
3. *Rules of Procedure* – [Please note that Sections 5 and 6 of Bylaw No. 12 deal with provisions relating to submission of resolutions after the deadline that has now passed, and with the presentation of additional resolutions from the floor].

**PLEASE NOTE:** Accredited delegates are also reminded that they must be in attendance when a vote is taken in order for their ballot to be cast. The bylaws do not allow voting by proxy.

- If an accredited delegate does not attend the AGM or unexpectedly must leave the AGM, the Chair or other authorized board member or official should speak to Krista Lenius to have the votes of the absent delegate reallocated to another board delegate(s). Please try to do this in advance of the start of the Resolutions portion of the AGM to avoid a delay in the proceedings.