

2022 Annual General Meeting (AGM) Procedures

In accordance with the OAA Bylaws, all members must be informed in advance of any matters to be voted on at the OAA AGM to permit them to exercise their right to vote either in person or by proxy. The meeting may not vote on matters that are not contained in the agenda for the AGM. This means that motions or resolutions cannot be accepted during the meeting, but Council is open to receiving thoughts and suggestions from the members under “Other Business” on the agenda.

With respect to eligibility to vote on motions during the AGM, all Architects and Licensed Technologists OAA in good standing must register for the AGM no later than Tuesday, May 10 at 12:00 p.m. EDT in order to attend and be eligible to vote. The name of each voting member registered for the meeting will be confirmed with the official OAA Register provided as of the close of business effective Wednesday, May 11. The names on the final registration list for the AGM will also be checked against the official Proxy Record. If a member has deposited a proxy form with the OAA, but also registers for the AGM, their Proxy will automatically be withdrawn. A Proxy may also be withdrawn by the individual on or before May 10 at 4:30 p.m. EDT by emailing the [Executive Director](#).

Any other individuals, such as Intern Architects, Life Members, Retired Members, Honorary Members, Student Associates, and invited guests, are not permitted to vote on matters before the AGM. Those individuals will not have the option to vote shown on their screen when a vote is called.

The President holds the official Proxy Record based on all valid proxies completed in accordance with the Bylaw. For the hybrid AGM on Thursday, May 12, proxy votes will be automatically registered with the individual member holding them, and therefore their voting capabilities will be weighted accordingly.

When the President calls the vote on a motion, a virtual voting system will enable registrants viewing in-person and online to choose one of the following options:

Yes—I approve
No—I reject
Abstain

The voting member will be asked to place their vote either through the virtual platform (for those accessing through the Virtual Conference Platform) or through the provided website link for members attending in-person.

The virtual voting system has also been programmed to recognize where an individual member is entitled to more than one vote by virtue of holding proxies. For

example, where a member has been assigned a proxy vote by five other members, when they cast their vote, it will register as six within the aggregate total.

As always, voting will be conducted on the premise of honour and integrity of the individual. Notwithstanding, the hybrid meeting will be set up such that only voting members will in fact have the option to vote; all other meeting attendees will not attempt to cast a vote in any manner.

The results of each vote will be tabulated in real time by the virtual platform, and announced to the meeting by the Executive Director before moving to the next item of business.

Specific instructions for how to vote will be sent out closer to the AGM, based on each registrant's viewing format. **Please note members viewing through YouTube will not be able to vote on a motion.** You must register for the AGM to vote either through the [Conference Registration](#) (in-person or virtual) or the [AGM Only Registration](#).

The Proceedings of the OAA's AGM are always recorded and then transcribed verbatim.

If an individual wishes to raise a question during the meeting, they may approach the microphones (if onsite) or use the 'Ask a Question' function that will be available within the Virtual Conference Platform. Each time a member asks a question, it is requested they ensure the question is completed by giving their full name for the record.