



2022 Seminar & AGM Registration Process and AGM Voting Procedures

As the Covid-19 restrictions limit our ability to gather in person, we have had to make a shift to alternative ways to make our Seminar and AGM accessible to all.

WHEN

The Seminar and AGM will be held on **Wednesday March 9th, 2022 from 9:00am to 1:30pm MST**

OPTIONS FOR JOINING THE Seminar & AGM

The meeting will be held using **ZOOM** virtual meeting platform.

You can either:

- log into Zoom via your desktop computer, laptop, tablet or mobile phone, OR
- call into Zoom for audio only on your telephone (mobile or landline)

PRE-MEETING INSTRUCTIONS ****Very important – PLEASE READ IMMEDIATELY****

There are some important steps to be done **before March 9th** to participate in the Seminar & AGM.

1. Registration: The link to register for the Seminar & AGM can be found on the PRFSA website at <http://www.peaceforageseed.ca/news.html>, or email PRFSA General Manager, Talon Gauthier, at coordinator@peaceforageseed.ca or call the office toll free at 1 877 630 2198.
2. All eligible producers that register for the meeting will be sent an email from Talon Gauthier email address: vote@simplyvoting.com with your Elector ID and password for the electronic voting software *Simply Voting*. You will not receive this email until the nominations for directors is finished on March 9th (approx. 11:50am). This will be needed when voting during the Board of Director's election at the AGM. Voters will be given 1 hour to vote.
3. Zoom Registration: You will need to **download the Zoom app** for the meeting in advance. Zoom can be installed on your desktop, laptop, tablet or mobile phone.
 - To download the Zoom app, go to <https://zoom.us/download> or App Store or Google Play
 - Download the Zoom Client for Meetings and follow the instructions to install.
 - Once you have registered for the meeting, you will receive a confirmation email with a **link** as well as **Meeting ID** and **Passcode**. To join the meeting, **simply click the link** in the email and in the pop-up that opens, select **Open** in app. This will redirect to the Zoom application, and you will be moved to the Meeting waiting room.
 - Alternatively, you can open the Zoom application and select Join Meeting. You will enter the Meeting ID, your name, and the Passcode when prompted. You will then enter the Meeting waiting room where the moderator will move you into the Main session once it is open.
4. Joining: Log into Zoom anytime before 9:00am, please **enter your full name** (which will be displayed for all to see and will help PRFSA determine if quorum is established during the AGM). You will enter a waiting room and then join the meeting. If you choose to participate by phone only, please let PRFSA know what number you will be calling from when you register so they can identify you when you join.

AGM procedures – Wednesday March 9th from 11:00am to 12:30pm



1. General Business:
 - To indicate whether you move or second a motion, the 'raise hand' function on Zoom will be used.
 - Members speaking during the meeting will be asked to first state their name for the meeting Minutes.
 - PRFSA will unmute the microphone of the person making a motion/nomination and will repeat the name of the individual and the motion to ensure all meeting attendees hear motions made throughout the meeting. PRFSA will also type up the motion to be displayed on the screen for all participants to see. In the event audio is not functioning properly, the person making the motion will be asked to type their motion into the Zoom meeting 'chat'.
 - The 'raise hand' function on Zoom will also be used by attendees to express support for or against non-controversial matters which include: approval of the meeting agenda, approval of 2021 AGM minutes, approval of Annual Report, approval of Financial Statements, appointment of Auditor, motions to cease nominations to Board of Director, and motion to Adjourn the meeting.

2. Board of Director Nominations:
 - Nominations can be submitted to PRFSA ahead of the AGM by completing the Nomination form (on right hand side of About Us page on the PRFSA website at: <http://www.peaceforageseed.ca/about.html>). Forms sent prior to the AGM must be received by March 1st.
 - Nominations will also be accepted from the floor during the election at the AGM. All nominations (either filed with PRFSA prior to March 1 or put forward from the floor during the AGM) must be approved by two eligible producers and the nominee must accept the nomination.
 - Two positions are up for election at the 2022 AGM:
 - AB Director Daniel Limoges has finished his second three-year term and will let his name stand for re-election.
 - BC Director Blair Hill has finished his third three-year term and is ineligible for re-election.
 - All accepted nominations will be added to the screen and the voting software. Nominations will be asked for three times followed by a request for a motion to cease nominations.
 - Nominees will be allowed to briefly address the voters prior to an election or in the event they are elected by acclamation, after.

3. Eligible Producers and Voting:
 - PRFSA maintains a list of eligible producers, or representatives of eligible producers, who can vote. Prior to the AGM we will be validating who can vote during registration, so it is important to register early.
 - Only eligible producers whose name appears on the current list of eligible producers are entitled to vote. If you are an eligible producer but your name does not appear on our list (i.e. you sell seed under a farm/company name), then please complete a *Statutory Declaration* form (on PRFSA website at: <http://www.peaceforageseed.ca/news.html>) prior to the AGM and submit to PRFSA.
 - All levy contributors who contribute under a corporation, partnership or organization must file an *Appointment of Representative* form (on PRFSA website at: <http://www.peaceforageseed.ca/news.html>) with PRFSA prior to the AGM to determine who



the eligible voter is. Do not fill out this form if you contribute to the levy as an individual (i.e., sell under your personal name).

- If you are unable to attend the PRFSA AGM but would like to vote on matters put forth during the AGM then you can appoint a proxy by filling out the *Proxy* form. A proxy can be anyone attending the AGM and will be entitled to vote on your behalf. This person cannot act as a proxy for more than one eligible producer at a time.
- All forms referenced above can be requested by emailing coordinator@peaceforageseed.ca or are on the website at <http://www.peaceforageseed.ca/news.html>. All forms must be received by the PRFSA office by 5:00 pm March 8th, 2022 (by email or mail).

4. Voting Process:

- Quorum for the AGM consists of 15 eligible producers from the Alberta Peace Region.
- The *Simply Voting* software program will be used to conduct the Board of Director elections.
- All eligible producers will be registered to vote before the AGM. If you have not received an email from vote@simplyvoting.com by 12:10 pm March 9th than please contact the PRFSA office immediately (1 877 630 2198). Be sure the email did not go into Junk Mail first.
- Talon Gauthier, PRFSA General Manager, has been appointed as the Returning Officer for the 2022 AGM. Her duties will include:
 - Verifying all producers registered for the AGM are eligible producers according to the current eligible producer list and set them up on *Simply Voting*.
 - Declare the outcomes of the Board of Director elections as well as the AB Peace Region Forage Seed Grower regulation amendments.
 - Will hold the voting records for 90 days from the date of the vote and will then destroy all records after 90 days have passed.
- Brent McEwan, from AB Marketing Council, will be the voting process scrutineer. His duties will include:
 - Reviewing all communication to members prior to and during the meeting.
 - Reviewing the voter registration and the integrity of the voting process.

5. Member Definition:

- Eligible Producer: Any resident of the Peace River region of Alberta or British Columbia involved in the growing of forage seed and contributes to the levy as set out in the *Grain Industry Development Fund Regulation* in British Columbia and the *Alberta Peace Region Forage Seed Growers Regulation* in Alberta. This entitles the member to full membership privileges for four calendar years.
- Associate Members: Any person involved in the forage seed industry may be admitted as an associate member upon application, payment of the prescribed fee and approval of the application by the Board of Directors.
- Corporate Members: Patron membership may be granted to any person or firm approved by the Board of Directors, upon payment of an annual prescribed fee.

If you have any questions, concerns or problems please contact the PRFSA office.

Talon Gauthier,
PRFSA General Manager
coordinator@peaceforageseed.ca
1 877 630 2198

Office hours consist of Tuesdays, Wednesdays, and Thursdays 9:00 am – 4:00 pm