



MANITOBA CYCLING ASSOCIATION

VIRTUAL AGM – FREQUENTLY ASKED QUESTIONS

1) PRE-REGISTRATION

All Attendees wishing to either attend the Annual meeting or receive a copy of the meeting recording are asked to pre-register in advance **no later than Sunday November 12, 2023, at midnight.**

Exception: Current Board Members and Staff and confirmed nominees for board positions have all automatically been registered as an attendee.

2023 Registration Here: <https://forms.gle/ULqUrkvsSQ4WeUD29>

2) ZOOM DETAILS

A zoom conference invite (or email) will be sent to all registrants, board members, staff, and nominees. You will also receive a meeting reminder with Zoom details one hour before the meeting starts.

Zoom details will not be public or added to the MCA website.

If you have issues logging in or you cannot find details prior to the call, **please text Penny Seier 204-612-5814.** Please provide your name in the text and a brief description of the assistance you need.

Please log-in 5-10 mins before the meeting starts so we can sort any technical issues and be ready for a 7pm start.

There will be a brief wait when you do log in. We will be admitting all registrants from the Zoom Conference “Waiting room.”

Once admitted please ensure you are on Mute to avoid any background noise.

Please join us visually if possible (camera on) and add your name and club name to the description box.

3) MEETING DOCUMENTS

The meeting documents will be added to the MCA website event calendar.

Documents, including annual reports will also be added to the Zoom invite you receive via email.

During the meeting there will be a power point presentation which will summarize the documents you receive and the motions that need to be approved. Please refer to the attachments sent in email (or posted to the website) for additional background and detail as needed.

4) MOTIONS & VOTING

Please note that you must be a 2023 (Individual) Member of the Association to be eligible to vote.

If you are not a member you are welcome to attend, participate, and ask questions. We hope you will become a member 😊!

There will be six (6) Motions that will require approval from membership.

- Motion #1: Approve Agenda
 - Motion #2: Adoption of Meeting Minutes from previous AGM (2022)
 - Motion #3: Approve Audited Financials
 - Motion #4: Approve Auditor
 - Motion #5: Approve MCA Bylaw Revisions
 - MCA Board of Director Elections
 - Motion #6: Adjourn Meeting
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- The chair will ask for a motion from “the Floor.” Member can raise their hand to motion or go off-mute to make the motion.
 - All Motions require a “second” Member can raise their hand to motion or go off-mute to second the motion.
 - If there is opposition to the Motion, a member will unmute or use the Chat for further discussion or comment. If all in favour – Motion carried.
 - **POLLING BUTTON:** “Members” will be asked to vote if there are two or more people running for board positions. If there is a tie, there will be a re-vote.

5) ASKING QUESTIONS: ZOOM CONFERENCE “CHAT” and “HAND RAISE”

A board member will be monitoring Zoom for questions/comments and will interrupt the speaker to raise any questions you pose. You can share your question with “everyone” or message a specific board member “privately.” If additional clarification is needed members can also “Unmute” for further discussion.

6) What Viewing platforms are supported?

Please connect using Microsoft Edge, Google Chrome, or Mozilla Firefox on your computer or mobile device. For the best viewing experience, please ensure that your device and browser are up to date.

If you do not have access to a computer, you can attend with Audio only. Audio Members may vote. Please text Penny Seier 204-612-5814. Please ensure you provide your name in the text, so that Penny knows who you are.

Please Note: Your Annual General Meeting experience may be affected by the speed of your internet connection, the age of your device and other factors. The Annual Meeting site will open at 6:50 p.m. on the day of the meeting; we recommend logging in before 7pm to test your connection.