



AMA Annual General Meeting Handbook October 8, 2024

This document includes important information for AMA members regarding meeting logistics and processes, voting and nominations.

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Quick links:

- For technical assistance during the meeting (including voting), contact AGM@albertadoctors.org
- For information on registration, contact christina.robbins@albertadoctors.org
- Reports to the AGM are available on the AMA webpage: [Annual General Meeting | AMA \(albertadoctors.org\)](#)

At this Annual General Meeting:

- This AGM will include:
 - The Inaugural President's Address
 - Standing business items (e.g., reports from committees on Bylaws, Financial Audit and Nominating)
 - Nominations will be taken for representatives to the Nominating Committee ([see committee description, below](#))
 - The Board Report to the AGM including an opportunity for Q&A with the President, Immediate Past-President and CEO.
- Members are encouraged to submit questions during the meeting via the Q&A feature within the Zoom platform.

Connecting to the meeting:

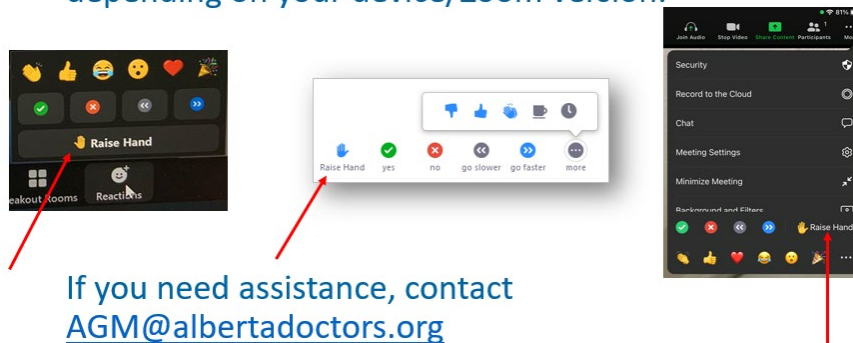
- Use the link provided with your registration confirmation email from *Christina Robbins (no-reply@zoom.us)*, subject line: *119th AMA AGM Confirmation*
 - This link is unique to you; please do not share it. Each member must register separately.
 - A reminder email and link will be sent 1 hour prior to the meeting.
- We recommend that you join the meeting 5-10 minutes early. If you have problems connecting to the meeting contact AGM@albertadoctors.org.
- To ensure the best meeting experience, we recommend updating Zoom prior to the event. Instructions are available here: [How to Update Zoom on a Computer - Update Zoom Client - YouTube](#)
- Members must join via Zoom video to enable full participation in the meeting (i.e., viewing presentations, voting).

- If your computer/internet audio sound quality is poor you may add your phone as an auxiliary audio line. Instructions are available here: https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone#h_682f2e00-6a7c-4a5a-b20f-70b9b9012563. **Be sure to enter your meeting ID and your participant ID from your personalized registration email** (this will join your computer and phone audio into one Zoom profile in the meeting). Unidentified phone participants may be disconnected from the meeting.

To submit a question:

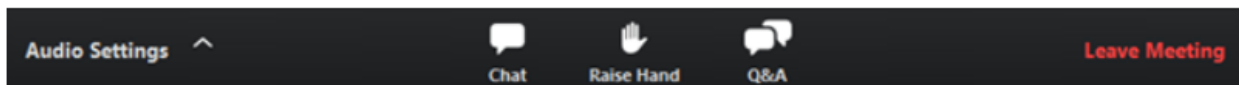
- **During the committee reports and motions**, members may submit questions by raising their virtual hand. The Speaker will identify you by name and invite you to unmute your mic.
 - Technical support staff will lower your hand and mute your mic after your question.

How to raise your virtual hand will vary depending on your device/Zoom version.



If you need assistance, contact AGM@albertadoctors.org

- **During the dedicated Q&A session following the Board and Forum Report to the AGM**, members may submit questions via the Q&A feature in the Zoom platform.
 - Click on the Q&A icon to bring up the submission form (Windows/Mac OS) or tap “Ask a question” (Android/iOS)



- Please keep your questions short and to the point. Lengthy questions may be edited.
- Attendees will be able to **use the upvoting feature** to influence which question should be asked next. The upvoting feature is available from the Q&A icon.
- Questions will be read aloud by the Speaker; questions will be addressed by the President, Immediate Past-President and/or CEO.
- Questions that are discriminatory, defamatory, abusive or offensive or that violate privacy or confidentiality will not be addressed.
- We will do our best to get through all questions during the AGM itself. We will respond individually via email to members who submit a question that does not get raised at the meeting.

How to vote:

- Voting at the AGM will be conducted using the Zoom polling feature, allowing you to vote directly from within the meeting.
- Test votes will be conducted at the start of the committee report session.

- Following each committee report, the Speaker will indicate when a vote will take place on a motion.
- The vote/poll will appear automatically on your screen.
- You will have the option of voting “In Favour” or “Against”. Click or tap your preferred response and click or tap “submit” to record your vote.
- You will receive a quick confirmation message that your vote was submitted.
- The Speaker will indicate when to close the vote and request that the results be displayed.
- Results will be shared directly on the screen.
- Note that you may need to manually close the vote results on your screen, depending on your device.

To contact your AMA Representative Forum Delegate:

- Information on AMA Representative Forum activities is available on the AMA website (member log in required): [For Members | AMA \(albertadoctors.org\)](#)
- Find your RF delegate and how to contact them here: [RF Delegates List | AMA \(albertadoctors.org\)](#)

After the AGM:

- Attendees will be invited to participate in a post-meeting survey. Your feedback is welcomed on all aspects of the AGM.
- You may always contact the AMA at president@albertadoctors.org

AMA Nominating Committee:

At this meeting, nominations will be sought to fill the following vacancies on the Nominating Committee:

- **Two members, each for a two-year term**
- **One member for a one-year term**
- **Two members, each for a one-year term as alternate**

Nominations will be sought from the floor using the Q&A feature. Click or tap the Q&A icon at the bottom of the screen, then type the nominee’s name, location (city) and specialty into the question field. Nominations will be read out by the Speaker and displayed on the screen. An election will be conducted via e-vote after the meeting. **Only AMA members who attend the AGM will be eligible to vote in this election.**

Nominating Committee members are appointed as follows:

- Three members appointed by the Board for two-year terms; plus two members elected as alternates, each for a one-year term.
- Two members appointed by the Representative Forum for two-year terms; plus two members elected as alternates, each for a one-year term.
- Four members appointed by the AGM for two-year terms; plus two members elected as alternates, each for a one-year term.
- The Chair is annually named by the Board from within the committee to serve a one-year term. No Chair may serve more than two consecutive one-year terms.

Notes regarding eligibility:

- Two-year member terms: additional terms may be served but cannot be consecutive

- One-year alternate terms: renewable once
- Chair term: a Chair may serve two consecutive one-year terms

Meeting frequency:

- Three full-day meetings per year (typically November, February, May) (face to face or virtual, as events require; the November 2024 meeting will be virtual).
- Additional teleconferences or virtual meetings if required.

The Nominating Committee provides to:

- the Membership: a nominee for President-Elect
- the AGM: a list of nominees for Speaker, Deputy Speaker and representatives to CMA General Council
- the Forum: a list of nominees for election of Directors of the Board
- the Board: a list of nominees for AMA committee membership, including committee chairs; a list of nominees for Members Emeritus; a list of nominees for CMA committees and council membership

Required Skills and Experience:

- AGM nominees must be an AMA member in good standing

Benefits of Joining

- Expand the invaluable network of your peers
- Raise your profile in your organization/profession
- Strengthen your project and team skills
- Support your organization
- Share ideas in an open, trusted forum
- Camaraderie
- Passion: a commitment to the objectives/goals of the group
- Members receive honoraria and reimbursement of expenses incurred for meetings attended