



AMA Annual General Meeting Handbook October 3, 2023

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: <https://www.albertadoctors.org/leaders-partners/governance/agm-reports>

At this Annual General Meeting:

- This AGM will include:
 - The President's Valedictory and Installation and standing business items (e.g., committee reports, bylaw amendments)
 - Nominations will be taken for three representatives to the Nominating Committee ([see committee description, below](#))
 - The second half of the meeting will include the Board Report to the AGM and an opportunity for Q&A with the President, Immediate Past-President and CEO.
- We are very interested in hearing from members at this meeting – we encourage you to submit questions during the meeting via the Q&A feature within the Zoom platform.

Connecting to the meeting:

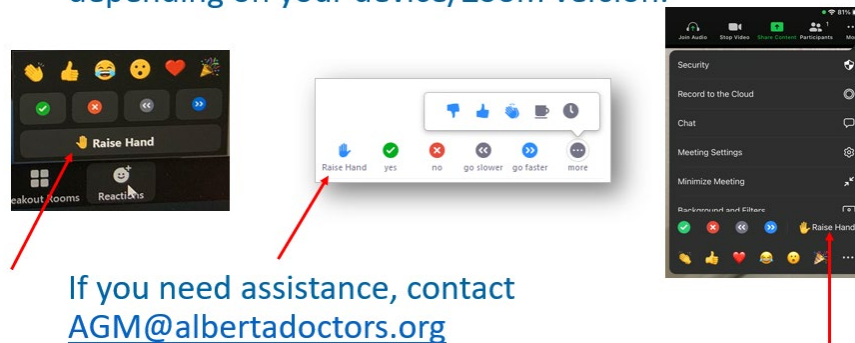
- Use the link provided with your registration confirmation email from *Christina Robbins* (*no-reply@zoom.us*), subject line: *AMA 118th AMA AGM Confirmation*
 - This link is unique to you; please do not share it. Each member must register separately.
 - A reminder email and link will be sent 1 hour prior to the meeting.
- We recommend that you join the meeting 15 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** (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:

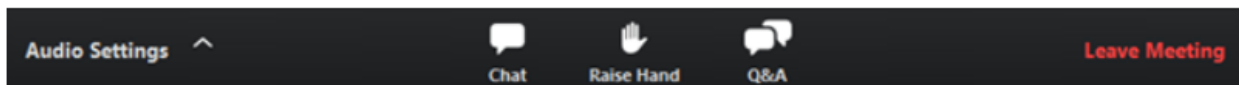
- **During the committee reports and motions**, members may submit questions by raising their virtual hand. The Speaker will identify you by name and invite you to unmute your mic.
 - Technical support staff will lower your hand and mute your mic after your question.

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 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 determine which question should be answered 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): <https://www.albertadoctors.org/leaders-partners/leaders/rf/rf-member>
- Find your RF delegate and how to contact them here: <https://www.albertadoctors.org/leaders-partners/leaders/rf/rf-member/delegates>

After the AGM:

- Attendees will be invited to participate in a post-meeting survey. Your feedback is welcomed on all aspects of the virtual 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:

- **One member for a two-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 into the question field; it will be read out by the Speaker. 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 can 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).
- Additional teleconferences 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 Forum: a list of nominees for representatives to the CMA's Nominations Working Group
- 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