



**THE BUSINESS OF CURLING
INITIATIVE IS CURLON'S
STRATEGY TO HELP GUIDE AND
SUPPORT MEMBER CLUBS IN
THE SUCCESSFUL OPERATIONS
OF A CURLING FACILITY.**

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UNDERSTANDING FORMAL MEETINGS FOR NFP CURLING CLUBS

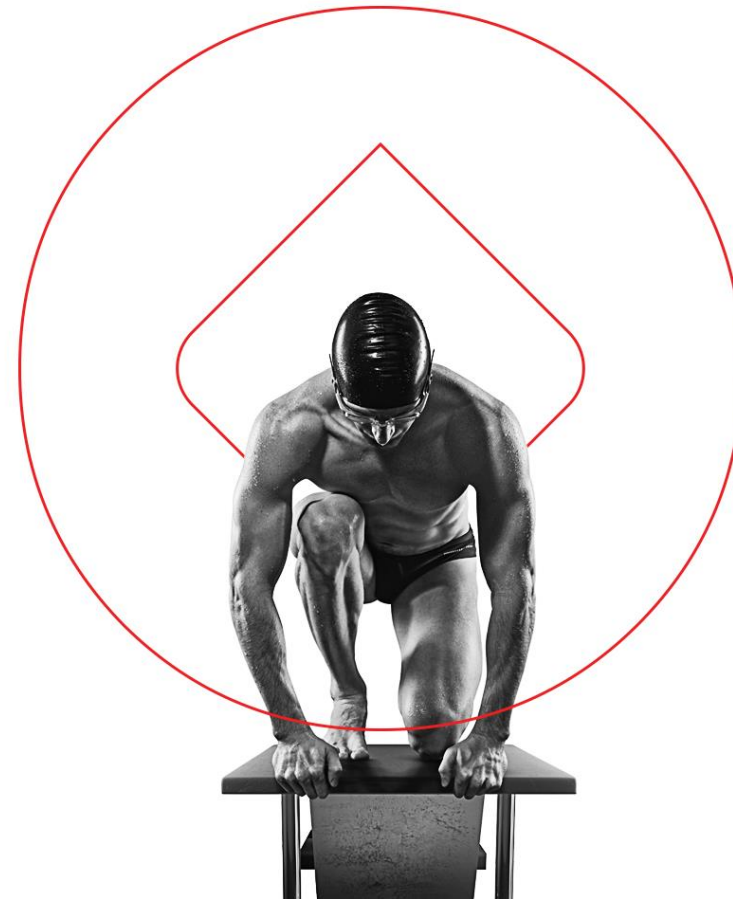
September 2021



WHO WE ARE: SPORT LAW

Our team loves working with sport leaders and organizations to help you achieve clarity and purpose.

- ◊ Leadership, Integral Coaching and Human Relations
- ◊ Legal Services
- ◊ Governance and Risk Management Solutions
- ◊ Planning and Financial Solutions
- ◊ Communications and Marketing Solutions
- ◊ Inclusive Solutions



WHAT WE VALUE:

Empathy

- ◊ We care about our clients and the achievements of your goals.
- ◊ We are committed to elevating sport.
- ◊ We believe that healthy, human sport strengthens communities.

Delivery

- ◊ We go the extra mile to find simple solutions to complex situations.
- ◊ We support our clients in resolving challenges.
- ◊ We get the job done on time and within budget.

Stewardship

- ◊ We act as catalysts to inspire our clients, challenge conventional thinking, and push boundaries.
- ◊ We establish high-trust and enduring relationships to bring clarity and purpose to sport organizations.
- ◊ We use legal knowledge and deep wisdom to provide customized and sustainable solutions.



KEY TOPICS

- Legal Meeting Requirements
- Hosting Effective Meetings
- Club Responsibilities
- Virtual vs. In-Person Meetings
- General Parliamentary Principles
- Looking Ahead (the ongoing Emergency Act, ONCA)

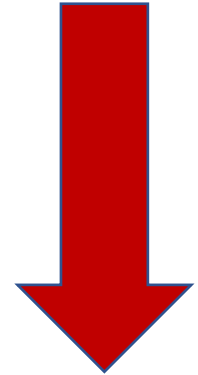


LEGAL MEETING REQUIREMENTS - NFP CLUBS

- ◊ Must hold an Annual Meeting within fifteen (15) months of the last Annual Meeting and within six (6) months of the Corporation's fiscal year end
 - ◊ The COVID-19 **Special Rules During an Emergency (Emergency Act)** that permitted a delay in holding the Annual Meeting and conducting meetings electronically is only partially in effect at the moment, and currently set to expire December 31, 2021.
- ◊ Must provide **proper notice** of all member meetings which includes, at minimum, the date, time and location of the meeting
- ◊ Must provide **documentation** that permits members to make **informed** decisions and questions (financials, agenda, proposals, bylaw revisions, previous minutes)
- ◊ Must provide equal opportunity for members to **attend** and to exercise their prescribed **voting rights**
- ◊ Must achieve proper **quorum** to hold a valid meeting

GOVERNING DOCUMENTS FOR NFP CLUBS

- ◊ Ontario Corporations Act (RSO 1990)
 - ◊ The Act was amended in 2017 by the **Cutting Unnecessary Red Tape Act** and is about to be replaced (for NFPs) by....
- ◊ Ontario Not-for-Profit Corporations Act (ONCA – 2010): corporations will have **three years** after proclamation to transition to the new rules
- ◊ Letters Patent / Articles of Incorporation
- ◊ Club Constitution and/or Bylaws
- ◊ Policies
- ◊ Special Rules
- ◊ Parliamentary Authority



HOSTING EFFECTIVE MEMBER MEETINGS

- ◊ Ensure members understand the purpose for being here and what you are aiming to achieve
- ◊ Ensure all relevant meeting documentation is circulated
- ◊ Outline the Rules of Procedure
 - ◊ Cell phones are off and powered laptops are for note-taking and related information only
 - ◊ Define the rules for speaking (i.e. raise your hand to be recognized) and any speaking limits (i.e. up to twice per member and up to 2 minutes each time)
 - ◊ Ask members to speak through the Chair (i.e. “through you Madam Chair”)
 - ◊ Speak only to the business, and more specifically FOR or AGAINST the current motion, that is being debated. Be succinct and add new material to the debate
 - ◊ Some motions, such as the motion for the Previous Question (to close debate), require a 2/3 majority of those voting. Identify all votes that are NOT a simple majority.
 - ◊ Be courteous and respectful
- ◊ Ensure you have a confident meeting Chair who understands the rules and who will preside over the meeting fairly, impartially, and efficiently
- ◊ PLAN AND PREPARE!

CLUB RESPONSIBILITIES

- ◊ Formulating and distributing the meeting Notice in a timely fashion
- ◊ Requesting Member and Board **proposals** (i.e. Bylaw revisions)
- ◊ Soliciting nominations for elections (What is the process? What are the deadlines?)
- ◊ Ensuring that all relevant meeting documentation is circulated
- ◊ Who is Chairing the meeting? Who is taking minutes? Who is coordinating registration? Who is reporting?
- ◊ Technology (virtual): do members have a clear understanding and ability of how to access the meeting, vote, and use the technology?
- ◊ **Work backwards** from your meeting date and build a **timeline**
- ◊ Take a **TEAM approach** to hosting your meetings!

VIRTUAL VS. IN-PERSON MEMBER MEETINGS

- ◊ Members in attendance must still be **verified** whether through an online registration and roll call (virtual) or through registration check-in/desk (in-person)
- ◊ Meeting technology (virtual) must allow for dial-in callers
- ◊ Hosting on Zoom/Teams/Meet/Other
 - ◊ Recording the meeting is not mandatory, but may be done for minute-taking purposes
 - ◊ Ask members to update their video screen names (assist them if necessary)
 - ◊ Host technology 101 sessions, test voting, and encourage early meeting sign-in
 - ◊ Outline *virtual* Rules of Procedure (use virtual Raise Hand, Chat box is for technical issues only, muted unless recognized by the Chair, camera ON when speaking if possible, voting guidelines)
 - ◊ Ask members to update their video screen names
 - ◊ Utilize screen sharing, chat box where necessary (i.e. to display motions and amendments)
- ◊ Voting must be **accurate, verifiable**, and where required, **anonymous**.
 - ◊ Use a credible voting platform, NOT polls

GENERAL PARLIAMENTARY PRINCIPLES

1. The majority must be allowed to rule
2. The minority have rights that must be respected
3. Members have a right to information to help make decisions
4. Courtesy and respect for others are demanded
5. All members have equal rights, privileges and obligations
6. Members have rights to an efficient meeting

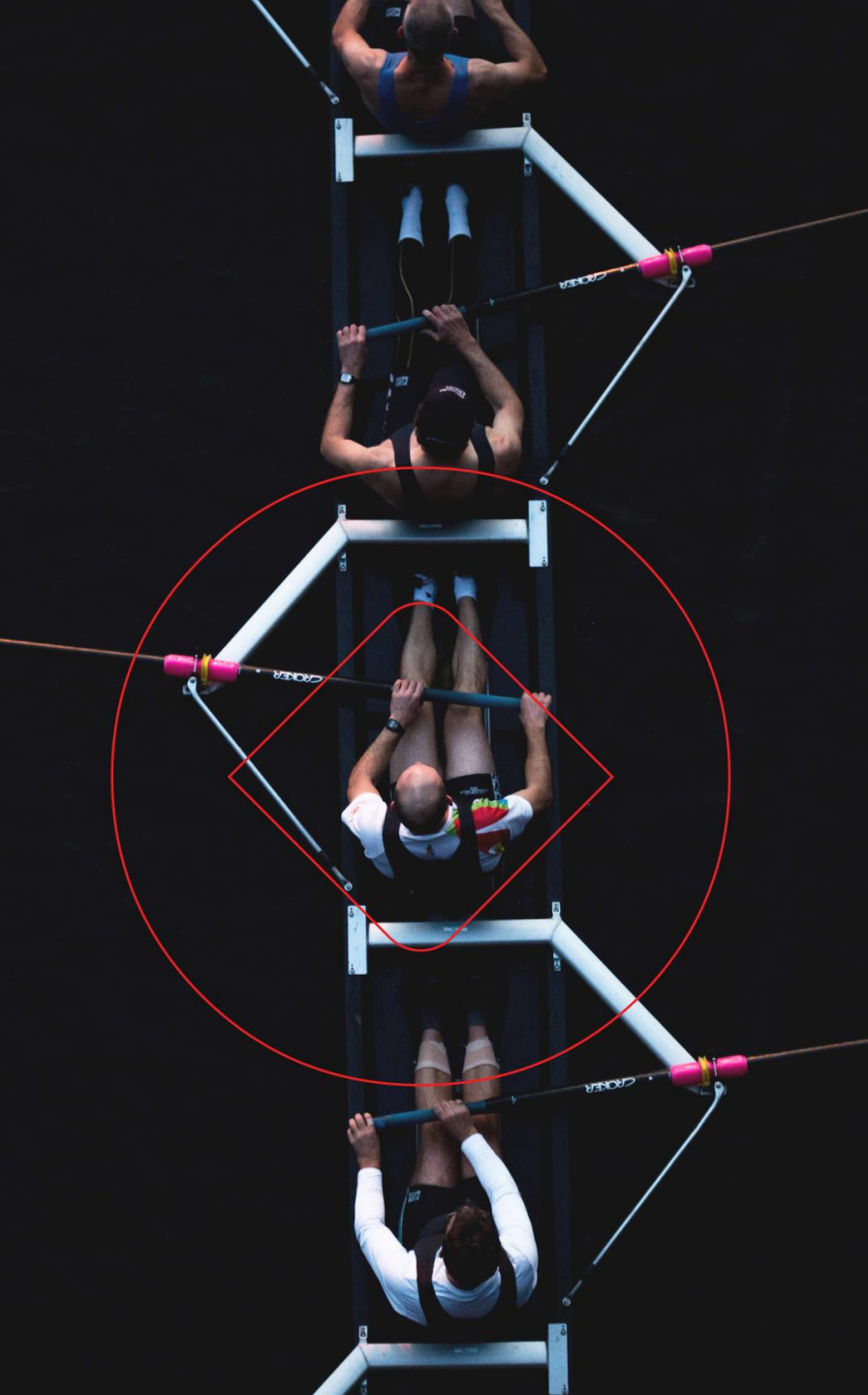
- ◊ These rights are not all absolute
- ◊ Rules that protect majority and minority must be reasonable
- ◊ Members of an organization determine what is reasonable
- ◊ It is the right of the member to hold their own opinion



LOOKING AHEAD

- ◈ Virtual Meetings may be here to stay
- ◈ ONCA in effect Oct 2021 – NFP clubs have 3 years to comply
- ◈ Update Your Bylaws – to permit electronic meetings, to comply with ONCA, to recognize voting procedures & Parliamentary Authority
- ◈ Know the Basic Parliamentary Principles & Rules
- ◈ Get Professional Help – budget, inquire, source





ADDITIONAL RESOURCES

- ◇ www.sportlaw.ca
- ◇ <https://sportlaw.ca/virtual-meeting-roadshow-what-we-have-learned/>
- ◇ <https://sportlaw.ca/onca-update-whats-new-for-ontario-sport-organizations/>
- ◇ <https://sportlaw.ca/governing-documents-separating-constitution-bylaws-policies-and-rules/>
- ◇ <https://sportlaw.ca/new-certified-parliamentarian-with-the-sport-law-strategy-group/>



SPORT LAW

We know sport.