



April 29, 2020

Dear Branch Presidents:

Information to be forwarded to your Branch Members:

The UELAC AGM this year will be a virtual meeting on Saturday 27 June 2020 at at **12:00 noon EDT** The Notice of Meeting will be in the Gazette which is coming out in early May.

I would ask the Branches to please distribute this information to all their branch members through email lists, branch newsletters, or by whatever method you would normally use. It is important that you do so in the next couple of weeks before 15 May as there are early June deadlines for participation.

We will not be printing and mailing AGM packages. In the event that a member does not have a computer and requires a printed copy we will do our best to provide the documents, however our office remains closed due to the pandemic and it is expected that this will continue at least until early June.

The Notice of Meeting is available publicly on the homepage at www.uelac.ca

All additional information about the meeting is available at <https://uelac.ca/agm-2020/> by logging into the members section. At this point, all items are individually posted. Early in May, all items available at that time will be assembled into one document which will also be posted there, making it easier to download, file, print etc.

Please remember - you will need to log into the site before you can access the members' only section. The following message will be shown if you have not logged in. "Sorry, but you do not have permission to view this content." If you are a member, please log in and then click on the blue underlined link

If you have not been into the new site, I would ask that you go to www.uelac.ca and scroll about half way down the page to the "First Time Logging In?" and follow the instructions very carefully. You will need to enter your email address and then create and set a password. Once this is done you will be able to access the members' only section. The information in the AGM section is important to read as soon as you can as there are early June deadlines for participation.

All current members of the UELAC who are over 18 years of age are entitled to vote. Members may vote in person in the virtual meeting, may assign their vote to a proxy, or

choose not to be represented at all. Members who are not participating but wish to be represented may vote by proxy by completing, signing and dating the Proxy form and submitting to the Dominion Secretary. Depending on the designated proxy-holder, the proxy form MUST be received by the Dominion Secretary before a deadline date which can be as early June 7 and it can be sent to her either by email or post. Exact dates are included on the Proxy form.

For those wishing to attend and participate in the virtual AGM, the document "Confirmation of Participation" is required in order for you and each of your members to participate in the AGM." This document MUST be received by the Dominion Secretary no later than noon on June 19, 2020. It can be sent to her either by email or post. Once the document is received the Credentials Committee will confirm that the person is eligible to vote or in the case of a Proxy that the forms have been received.

You will receive an email invitation to attend the Virtual Meeting after June 19, 2020, and this invitation will provide you with a link to the meeting and a password.

We will also be posting a YouTube link to a video about how to join a meeting which you may wish to view if you have never attended a virtual meeting.

Should you have questions about this please do contact me.



Suzanne Morse-Hines UE

President UELAC