

The Annual General Meeting is conducted in accordance with our Constitution and By-Laws. In the case of any procedural dispute, reference shall be made to Parliamentary Procedures which is based on Robert's "Rule of Order".

Each Chapter has one voting delegate, but all members can attend. Chapters must be in Good Standing in order to be able to vote.

Each member of the Association's Executive and Board of Directors shall also be entitled to one vote.

Voting shall be by ballot or show of hands. Voting is also allowed by proxy. Members voting by proxy have received the materials that they need to vote on and have signed a proxy ballot indicating their voting wishes. All questions shall be decided by majority of those voting, except those which require two-thirds (2/3) majority; the Branch President having the deciding vote in case of a tie.

A delegate speaking from the floor shall address the Chair and wait to be recognized. When a sound system is being used, delegates should proceed to a microphone, and then wait until the Chair indicates it is your turn to speak.

A delegate may not speak for more than two minute on any one question under discussion. Not more than once on the same question unless requested or permitted by the Chair to clarify a point. However, the mover of a motion or resolution shall have the privilege of speaking first to begin discussion and speaking last to close debate on the question.

Meeting tips

Plan to enjoy the meeting. As a delegate it is your responsibility to help make the proceedings a success.

This is your Annual Meeting. You transact the business of the Association and set the policy to be followed in the coming year for Canadian Parents for French-P.E.I.

Be courteous to speakers by listening attentively. Avoid private conversations and remain seated when others are speaking.

Speaking from the floor a member wishing to speak from the floor shall address the Chair, give their name in full and the name of the Chapter represented.

Do find time to exchange ideas and information. Be friendly, mix with delegates from other parts of the province. Say "hello" to your Board of Directors and fellow volunteers.

Do take notes in order that you may report back to your respective groups about the action taken, business transacted, ideas and inspirations gained.

Financial Statement Explanation

1. CPF PEI presents its audited financial statements at the Annual General Meeting the year following the year to which the statements apply, for example 2012-2013 audited statements are prepared in the 2013-2014 year and presented in the spring of 2014 at the AGM.
2. Unaudited statements are generated by simply accounting with no adjustments from an accountant.
3. The budget is drawn up and used to apply for the Canadian Heritage Contribution Agreement; it is developed by the Board and office staff and is usually finalized in January for the coming year.
4. The Canadian Heritage contribution agreement amount is based on our proposed budget, our application and available funding.
5. The sub sections of the financial statement are used for both simply accounting process and the CH agreement process. They are
 - Salaries—all staff, including camps
 - Travel—mileage, conferences, meeting expenses, including programs
 - Honoraria—scholarships, contract staff (including newsletter, camps, projects like Chuck and Albert)
 - Other—usually all the program and project costs like camp costs, Summer Works, treasure chests, tool box for parents, membership rebates to Chapters, free membership that we pay for, prizes, plaques etc)
 - Operational—office cost, rent, copying, equipment, furniture, data, accounting, insurance, postage etc
 - Publicity—ads, cable TV ads, newsletters, CPF imprinted materials