

NOTICE OF MOTION

For the August 14, 2019 CMPA Annual Meeting

To: Executive Director, CMPA

Date: _____ CMPA member number: _____

Submitting member's name: _____

Submitting member's address: _____

Submitting member's telephone: _____ Email: _____

BE IT RESOLVED THAT: _____

THE REASONS FOR MAKING THIS MOTION ARE: _____

I, _____, acknowledge and confirm the instructions regarding the submission of motions as set out on page 2 of this document. A completed [Member support for notice of motion form](#) for **each** CMPA member supporting this motion is attached.

Signature: _____ Date: _____
(MEMBER SIGNATURE) (MM/DD/YYYY)

■ CMPA instructions for submitting a motion

to the August 14, 2019 CMPA Annual Meeting (in accordance with CMPA By-law 52)

1. To submit a motion for consideration during a CMPA annual meeting, a member (the “submitting member”) must submit written notice of the motion in the prescribed manner as set out below.
2. Written notice of such a motion shall be provided to the Executive Director of the CMPA by email (scanned PDF), facsimile, personal delivery, or mail by 5:00 p.m. EDT, at least sixty (60) days prior to the annual meeting.
3. A notice of motion must be submitted using the prescribed Notice of Motion form. Only one motion may be submitted per form.
4. Each Notice of Motion form must be accompanied by separate Member Support for Notice of Motion forms and signed by:
 - (a) at least 10 members for motions that do not involve amendments to the CMPA By-law (as per Article 3.09 of CMPA By-law 52) or
 - (b) at least 25 members for motions involving amendments to the CMPA By-law (as per Article 10.01 of CMPA By-law 52) (These are the “supporting members.”)
5. A Notice of Motion form will be valid only if the submitting member and at least the minimum required number of supporting members are members at the date of signing.
6. Before including the motion in the annual meeting agenda, the Executive Director ensures the proposed motion does not:
 - (a) contravene the *Act of Incorporation* or CMPA By-law
 - (b) infringe on the appropriate management of the affairs of the Association
7. The Executive Director may consult with the submitting member to revise the motion in a way that will comply with the CMPA By-law.
8. If the Executive Director, in consultation with the President of the CMPA determines that a motion should not be presented at the annual meeting, he or she shall inform the submitting member and shall provide reasons for the decision.
9. For motions that do not involve amendments to the CMPA By-law, a notice informing members of any such motions will be posted on the CMPA website at least thirty (30) days prior to the annual meeting.
10. Motions involving amendments to the CMPA By-law will be communicated to all members at least thirty (30) days prior to the annual meeting.
11. In the event of any inconsistencies between these instructions and the Association’s obligations as set out in the CMPA By-law, those obligations shall prevail.
12. All forms referenced in these instructions may be obtained on the CMPA website, www.cmpa-acpm.ca.

If you have questions regarding the submission of a motion, please contact:

Stephen M. Bryan

Chief Financial Officer and Managing Director, Enterprise Management

Kimberly A. Suatac

Manager, Executive Services and Governance

Phone: 1-800-267-6522 or

Email: executive@cmpa.org

