

**Annual General Meeting
October 17, 2020**

Meeting Conduct

This will be Doctors Nova Scotia's first fully virtual Annual General Meeting. Every effort has been made to ensure a smooth process; however, sometimes technology can be unpredictable, so we ask for your patience if there are issues.

- Participants must register for the meeting and use their own unique join URL. Join URLs are linked to the person who registered so they should not be forwarded to other participants.
- Participants should join the meeting from their own device in order to vote. If multiple participants are together, only the registered, named participant can vote.
- In order to participate in the AGM you must be online by 10:10 a.m. Those who attempt join later may not be admitted to the meeting.
- All participants must join the meeting via computer, tablet, or smartphone device to see the slides, use the chat features, and participate in polls.
 - To hear the audio, participants can connect via the device audio or dial into a toll-free conference number provided with the meeting ID and audio pin when joining the meeting via your device.
 - If connecting via the computer, a USB headset is strongly recommended. Connecting with a cell phone headset tends to cause interference on the line.
- All participants will be automatically muted by the administrator to prevent background noise from interfering with the audio.
- The number of people online will determine if participants will join the discussion by voice or by typing questions/comments to the moderator via the chat function.
- If you have a question or would like to join the discussion, indicate via the chat feature on your screen.
 - If participating by voice is an option, the administrator will turn off the mute function and ask the participant to proceed with the question or comment.
 - If participating by voice is not an option, the participant will type the question/comment and the moderator will state the member's name and read it to the meeting.

Important: Please find a quiet place during this time. If there is background noise you may not be heard.

- The Chair will be checking with the staff administering the webinar frequently to ensure you have an opportunity to participate. If, however, at any time you find the meeting is moving too quickly for adequate online participation, please indicate and every effort will be made to accommodate.

- When it is time to vote, a poll question will appear on the screen. Everyone will have 10 seconds to vote. The options will be "in favour", "against" or "abstain", then select "submit".
- Please cooperate fully in the efficient use of time in the conduct of business.

Following the meeting, you will receive a **meeting evaluation** by e-mail. Please take some time to complete it. Having feedback will be very important for determining the success of the on-line platform and providing valuable information for making improvements for future meetings.

Motions & Members' Forum

As a reminder, there are no motions from the floor. All motions for the AGM must be submitted in advance according to the *Guidelines for Preparing Motions for the Annual General Meeting*. A 'call for motions' went out to the membership in January and again in August 2020. The deadline for submitting motions was August 14. No member motions were submitted this year.

Anyone wanting to raise something for discussion can do so at the Member's Forum that immediately follows the business meeting. Instead of having motions from the floor, this session provides an open and informal forum for members to dialogue with the DNS Board Executive and senior staff on any key activities and/or issues that are of interest and relevant to them. Formal motions are not required. A summary of the discussions will be reviewed by the Board of Directors following the AGM. The Board will determine at that time if further consideration or action is required on any matters discussed (see attached Guidelines for Members' Forum).

	BOARD POLICY
Subject:	Guidelines for Members' Forum
Date Approved by Board:	January 23, 2015

Background

Based on a recommendation from the Governance Committee, and approved by the Board of Directors, the association has added a Members' Forum to the day of the annual general meeting (AGM).

Purpose

This session provides an open and informal forum for members to dialogue with the DNS Board of Directors and senior staff on any key activities and/or issues that are of interest and relevant to them.

Objectives

To provide an opportunity for DNS members to engage in an open dialogue with, and ask questions of the DNS Board of Directors and senior leadership team to gain a better understanding of:

- 1) members' views on key health care issues;
- 2) members' opinions and questions regarding DNS activities;
- 3) members' perceptions of DNS; and
- 4) how DNS may represent members more effectively.

The session may also provide an opportunity to inform, clarify and update members on DNS activities.

Session Outline and Process

Moderator: Chair, DNS Board of Directors
DNS representatives Board of Directors and members of the DNS senior leadership team

Part 1 Introduction and session expectations (Chair of the Board)

Part 2 Question-and-answer session (moderated by the Chair of the Board)

- Inter-active session that allows members to discuss items of interest, including off-site members who are participating via live webcast.
- Session topics to be driven by the members.
- Brevity is appreciated; the moderator will monitor the time allotted to one speaker/topic to ensure everyone wishing to speak has an opportunity to do so.

- Formal motions are not required. A summary of the discussions will be reviewed by the Board of Directors. The Board will determine at that time if further consideration or action is required.

Part 3 Next steps and closing remarks

- Following the AGM the Board of Directors will review the notes from the Members' Forum and determine if any action is required by the Board or the association as a result of those discussions.