



## **Annual Forum Handbook**

**The Annual Forum of the Canadian Beef Cattle Research,  
Market Development and Promotion Agency**

**August 9, 2016**

**Grey Eagle Resort & Casino, Calgary, Alberta**

The Annual Forum Handbook outlines the process and rules concerning the Annual Forum of the Canadian Beef Cattle Research, Market Development and Promotion Agency, known as “the Agency”.

## **The Board of Directors**

The 16-member Board of Directors is elected by the Delegates at the Annual Forum as follows:

- (a) one member is elected to represent the primary producers of each of the following provinces from among the candidates who are nominated by the provincial cattle association of those provinces:
  - (i) Ontario,
  - (ii) Quebec,
  - (iii) Nova Scotia,
  - (iv) New Brunswick,
  - (v) Manitoba,
  - (vi) British Columbia,
  - (vii) Prince Edward Island, and
  - (viii) Saskatchewan;
- (b) two members are elected to represent the primary producers of Alberta from among the candidates who are nominated by the provincial cattle association of Alberta;
- (c) one member is elected to represent importers from among the candidates who are nominated by the Canadian Association of Importers and Exporters Inc.;
- (d) one member is elected to represent the retail and foodservice sector from among the candidates who are employed in that sector and who are nominated by the delegates at the Annual Forum, and one temporary substitute member is to be elected by those Delegates from among the candidates who is to hold office until the next Annual Forum, if the member who represents the retail and foodservice sector resigns or dies, or to act during any period in which that member is unable to act; and
- (e) four members are elected to collectively represent the beef and veal processors, traders, brokers and exporters from among the candidates who are nominated by the Canadian Meat Council.

The election of the members of the Board of Directors is staggered so that:

- one-half of the Directors representing the primary producers are elected each year;
- one-half of the industry representatives nominated by the Canadian Meat Council are elected each year; and

- either the importer or retail and foodservice sector representative is elected each year.

**The Agency 2015-2016 Board of Directors:**

Name and Affiliation	Term Ends	Name and Affiliation	Term Ends
<b>Representing primary producers</b>		<b>Representing importers</b>	
Jack Hextall, SK - <i>Chair</i>	2016	Dwight Greer	2016
Linda Allison, BC - <i>Vice Chair</i>	2017	<b>Representing beef/veal processors, traders, brokers and exporters</b>	
Arden Schneckenburger, ON	2016		
John Schooten, AB	2016	Arthur Batista	2016
Doug Sawyer, AB	2017	Anthony Petronaci	2017
Heinz Reimer, MB	2017	Wesley Batista/Eduardo Bernardes*	2017
Kirk Jackson, QC	2017	Mike Kennedy	2016
Jennifer MacDonald, NB	2017	<b>Representing the Retail and Foodservice Sector</b>	
Larry Weatherby, NS	2016	Lonnie Lake	2017
John MacDonald, PEI	2016	Temporary Substitute Member	Vacant

\* W. Batista resigned on March 7, 2016 and the Canadian Meat Council appointed E. Bernardes as their temporary substitute member to hold office until the close of the Annual Forum.

**2016 Annual Forum Elections**

The Delegates at the 2016 Annual Forum will be electing:

- one director from nominees from each of the following provinces to represent primary producers: Alberta, Ontario, Saskatchewan, Nova Scotia and Prince Edward Island;
- three directors from nominees from the Canadian Meat Council to represent the beef and veal processors, traders, brokers and exporters – two directors to be elected for a 2-year term and one director to be elected to fill the unexpired portion of Wesley Batista’s two-year term;
- one director from nominees from the Canadian Association of Importers and Exporters Inc. to represent the importers; and
- the temporary substitute member to represent the retail and food service sector from the nominees from the Delegates.

**Nominations for Directors**

In order to be eligible to be a Director, a nominee must:

- a) be either a primary producer (Canadian resident) or industry representative,

- b) must be over 18 and under 70 years of age,
- c) not bankrupt, and
- d) be approved as a nominee by the Governance Committee.

The nominating organizations must submit their nominations, on the prescribed form, to the Agency no later than 4:00 p.m. MDT on **June 24<sup>th</sup>, 2016**. The nominating organizations are the provincial cattle associations noted above, the Canadian Meat Council and the Canadian Association of Importers and Exporters Inc.

Delegate nominations for the temporary substitute member to represent the retail and food service sector may be submitted to the Agency, on the prescribed form, at any time up to start of the election.

### **Elections – Directors**

All individuals nominated for election as a Director must attend the Annual Forum in order to be eligible for election, unless otherwise determined by the Governance Committee.

During the Annual Forum the Governance Committee will:

- present the nominees for Directors submitted by the provincial cattle associations, the Canadian Meat Council and the Canadian Association of Importers and Exporters Inc. and approved by the Governance Committee; and
- present the nominees for the temporary substitute member for the retail and foodservice sector received from the Delegates to represent the retail and food sector, in the event the Director representing that sector is unable to act.

In the event there is more than one nominee for each position open for nominations, an election by **secret ballot** will be held. Where only one individual is nominated to fill each position, the returning officer shall declare the individuals nominated as being elected by acclamation.

### **Delegates**

The Annual Forum is the opportunity for producers and industry stakeholders to provide feedback and comments to the Agency and its Directors by being appointed as Delegates to the Annual Forum.

Delegates are entitled to nominate retail and foodservice sector candidates to hold office as a Director and as a temporary substitute Director, vote in elections for Directors, present resolutions for consideration and vote on resolutions presented at the Annual Forum.

### Provincial Cattle Associations

The provincial cattle associations are entitled to appoint 46 Delegates to the Annual Forum in accordance with the following formula based on total National Check-Off:

- < 2% - 2 delegates each (Nova Scotia, New Brunswick and Prince Edward Island) – 6
- 2% - 5% - 3 delegates (British Columbia) – 3
- 5% - 10% - 4 delegates (Quebec & Manitoba) – 8
- 10% - 15% - 6 delegates (Ontario) – 6
- 15% - 20% - 8 delegates (Saskatchewan) – 8
- 20% - 25% - 10 delegates (no provinces in this category) - 0
- Over 25% - 15 delegates (Alberta) - 15

**The Agency pays the reasonable costs of each Director and one Delegate from each of the provincial cattle associations to attend the Annual Forum, which includes travel, one night’s accommodation, and meals.** These costs will be covered on a reimbursement basis when submitted on the expense claim form provided.

At the request of a provincial cattle association, the Agency shall make arrangements for Delegates from that province to attend the Annual Forum by telephone or such other reasonable electronic means, but they will not be eligible to vote. This request must be made to the Agency at least 30 days prior to the Annual Forum.

#### Industry Stakeholders

The following beef industry stakeholders are entitled to appoint 25 Delegates as follows:

- Canadian Meat Council – 10
- Canadian Association of Importers and Exporters Inc. – 5
- Agency program participants – 10 (selected by the Governance Committee)

In order for Agency program participants to be eligible to be a Delegate at the Annual Forum the participant must have used the programs or services of Agency in at least one of the past two years.

All industry stakeholder Delegates are responsible for paying their own expenses associated with attending the Annual Forum.

#### **Public Participation**

The Annual Forum is open to public but only Directors and Delegates in attendance in person are eligible to vote. The public may register for the Annual Forum by completing the Registration Form on the Annual Forum Website. More details about the Annual Forum, including registration and accommodation information can be found at <http://www.canadabeef.ca/annual-forum/>. Everyone is welcome.

## Annual Forum – Draft Agenda

The draft Agenda for the Annual Forum is as follows:

- Call to Order
- Reports from
  - the Chair of the Board of Directors
  - Committee Chairs
  - NCO General Manager
  - President, Canada Beef
  - Executive Director, Beef Cattle Research Council
- Agency’s Strategic Plan and Annual Business Program
- Agency’s Annual Report and Financial Statements
- Agency’s annual performance measurement report
- Election of Directors
- Presentation of By-law Amendments
- Delegate Resolutions
- Other Business
- Adjournment

**Only Directors and Delegates present (in-person) at the Annual Forum are eligible to vote on any question put to a vote at the Annual Forum by the Board of Directors. Proxies are not allowed.**

### 2016 Deadlines

Submit all forms to [amcmullen@nco.canadabeef.ca](mailto:amcmullen@nco.canadabeef.ca)

Submission	Deadline
Nominations from primary producers, importers, beef/veal processors, traders and exporters, and retail and foodservice sectors	June 24, 2016 – 4 p.m. MDT
Submissions of Delegate Forms	June 24, 2016 – 4 p.m. MDT
Advance submission of Delegate Resolutions	July 22, 2016 - 4 p.m. MDT
Late submission of Delegate Resolutions – on site only to Chair	August 9, 2016 - 7:30 a.m. MDT
Nominations from Delegates for temporary substitute member for retail and food service	August 9, 2016 – before election

## Annual Forum - Rules of Procedure

1. Visitors shall have the privilege of the floor, at the request of a delegate or director and with the approval of the Annual Forum Chair, to provide information or clarification on a matter being considered by the delegate body.
2. Visitors and non-delegates do not have voting privileges and cannot move, second or amend motions.
3. A detailed description of the resolutions protocols can be found in the following section, but key rules are included here for convenience and clarification.
4. The Governance Committee has determined where resolutions should be considered with general resolutions to be debated by the delegate body and the balance of the resolutions going to the Board of Directors or the appropriate committee for consideration.
5. The order of presentation of resolutions has been decided by the Governance Committee.
6. The mover, seconder and anyone speaking to a motion must give his/her name before speaking.
7. After the motion has been moved and seconded, the mover has the first privilege of speaking, followed by the seconder.
8. After a motion has been duly moved and seconded and no one speaks in opposition, the vote may be taken without further debate.
9. The mover of a motion has the privilege of closing the debate on the resolution.
10. Any delegate or speaker other than the mover may speak only **once** to a resolution.
11. ***Each speaker to a resolution shall be limited to three (3) minutes. The Annual Forum Chair will stand to indicate a 15 second warning on the allowed speaking time.***
12. Delegates wanting debate on a resolution to be closed may ask informally for the “question” to be called or formally move the “previous question.” A motion for the “previous question” must be moved, seconded, and carried by a two-thirds majority of the Delegates present and voting.
13. Resolutions: Delegates may submit resolutions for debate by the delegate body. These resolutions must be submitted in writing to the Agency as per the “2016 Deadlines” on page 6. The Governance Committee reserves the right to determine which resolutions will be forwarded and the form shall be brought to the meeting. Resolutions from the floor will not be accepted. Resolutions will be considered at the end of the Annual Forum Resolutions session on Tuesday, August 9, 2016. A form to submit resolutions is available at the end of this document.
14. All announcements must be made by the Annual Forum Chair or displayed on the projector screen.

15. Use of cell phones is prohibited when the Annual Forum is in session. Please turn off all cell phones during sessions.
16. Please refrain from abusive language or personal attacks.

The reference manual used to settle disputes arising from the conduct of this meeting shall be that of “Roberts Rules of Order” except as agreed to above.

## **Resolutions Protocols**

The Agency’s Governance Committee has elected to adopt the following resolutions protocol in an effort to maximize the effectiveness of the Annual Forum. The Committee has borrowed from other protocols currently in effect within the industry.

Resolutions to be debated at the Annual Forum would be those proposing a significant change in government, industry or Agency policy or which would have a significant impact on organizational budgets or procedures and may include resolutions regarding Planning, Budgeting and Performance Measurements or guidelines.

If time permits, Agency staff will prepare a hard copy of the resolution to be distributed to the Delegates. The resolution would be read and shown on the projector screen. The Annual Forum chair would indicate at the resolution section of the agenda that a resolution has been brought forward. The Delegate would ask the Annual Forum chair to be recognized, the resolution would be read. In order to be debated, the proposed resolution must be moved and seconded.

### **Governance Committee Meeting**

The morning of Tuesday, August 9<sup>th</sup>, 2016 the Governance Committee will finalize the grouping, sorting, wording and assignment of the resolutions. They will ensure that there is a logical flow to the resolutions and if a resolution is edited, the original intent of the resolution is not lost. When there are resolutions with similar intent they may be combined into one resolution. The Governance Committee reserves the right to reject any proposed resolution which does not fall within the mandate of the Agency.

### **Editing the Resolutions**

The Governance Committee will continue to ensure that the resolutions are grammatically correct and clearly stated. The resolutions are ultimately available to the public and it is vital that a standard be maintained.

The resolutions will be visible for viewing at the Annual Forum as they are debated.

Resolutions passed at the Annual Forum are not binding on the Board of Directors of the Agency.