



AJC-AJJ
ASSOCIATION OF JUSTICE COUNSEL
ASSOCIATION DES JURISTES DE JUSTICE

THIRD ANNUAL GENERAL MEETING OF THE MEMBERSHIP

Teleconference Instructions for AJC Members in Good Standing

The Annual General Meeting (AGM) of the Association of Justice Counsel will take place in Ottawa on April 23rd, 2014 starting at 7:00 pm (EDT).

For those who cannot attend in person, the AGM will also be available by **teleconference**. During the teleconference, members will have an opportunity to cast their vote using their telephone.

Teleconference Instructions:

- You must be a member in good standing of the AJC as defined in the [AJC bylaws](#).
- The teleconference will only allow **for one vote per telephone line**.
- Individual access, as opposed to group calls, is required in order to record attendance, track quorum and record votes.
- Please select a dial-in number according to your language preference below.
- Please dial in at least 15 minutes prior to start of AGM (6:45 pm) to ensure you are connected to the call before the call to order.
- You will be placed on hold until quorum (100 participants) is achieved. Periodic updates may be provided.
- During the call, all lines will be muted. [Robert's Rules of Order](#) will be used.
- Press *1 to indicate your desire to speak and the operator will open your line when you are called upon by the Chair.
- When the Chair calls for a vote, you will be prompted to do the following:
 - Press 1 for Yes (in favour)
 - Press 2 for No (against)
 - Press 3 to Abstain
- If you require any accommodations in advance of the teleconference, please contact the AJC office at 1-888-218-3310 at your earliest opportunity

If you have any questions at any time during the teleconference that you are unable to address during the call, please send an email to admin@ajc-ajj.com. Our inbox will be monitored during the conference call.

DIAL-IN INFORMATION

English:

Local: 613-233-2604

Toll Free: 866-223-7781

International: 800-6578-9898

French:

Local: 613-565-8126

Toll Free: 866-225-6564

International: 800-7701-8886

Floor:

Local: 613-565-7228

Toll Free: 866-225-2055

International: 800-9559-6853

VOTING

PRESS 1 – to vote YES

When prompted by Chair:

PRESS 2 - to vote NO

PRESS 3 - to ABSTAIN

FOR QUESTIONS/POINTS OF ORDER

Press *1