

SEVENTH 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 **Tuesday, April 24, 2018 starting at 6:00 pm (EDT).**

All Regular Members and Associate Members are invited to attend. Only **Regular Members in Good Standing have a right to vote by telephone.** **Associate Members in Good Standing may only attend as observers.**

General Teleconference Instructions:

- Individual access, as opposed to group calls, is required in order to record attendance, track quorum and record votes.
- Carefully select **one** dial-in number **only** according to your language preference (French, English or Floor [bilingual]). **Please dial in at least 15 minutes prior to start of AGM (5:45 pm)** in order to ensure that the teleconference operator patches you into the call before the Call to Order. You will be placed on hold until quorum is achieved. Periodic updates may be provided to provide you with a status report (see [AJC By-laws.](#))
- 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.
- **If you require any accommodations in advance of the teleconference or instructions on how to log in to the 2018 AGM Webpage, please contact the AJC office at 1-888-218-3310 at your earliest opportunity before noon the day of the conference call.**
- Please ensure you have access to the online AGM documentation prior to the start of the call by **logging onto the AJC Website** and then clicking on "[Membership](#)", scrolling down to "Annual General Meeting" and clicking on the page at the right titled "**AGM 2018**".

Voting Instructions

- The teleconference will only allow for **one vote per telephone line.**
- When the Chair calls for a vote, you will be prompted by a Bell agent to do the following:
 - Press 1 for Yes (in favour)
 - Press 2 for No (against)
 - Press 3 to Abstain from voting

If you have any questions at any time during the teleconference that you are unable to resolve 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: 613-565-6718 Toll Free: 1-866-225-0198	French: Local: 613-565-3334 Toll Free: 1-866-225-2055	Floor: Local: 613-233-2604 Toll Free: 1-866-223-7781
<i>(All Toll Free numbers work within Canada and the US)</i>		
VOTING FOR REGULAR MEMBERS ONLY WHEN PROMPTED BY THE CHAIR:		
PRESS 1 – to vote YES	PRESS 2 - to vote NO	PRESS 3 - to ABSTAIN
FOR QUESTIONS/POINTS OF ORDER		
Press *1		