



Canadian Society for Medical Laboratory Science
Société canadienne de science de laboratoire médical

April 16, 2023

Dear CSMLS members,

I hope this letter finds you well. I am pleased to share with you the agenda for the Canadian Society for Medical Laboratory Science's Annual General Meeting, delivered in a hybrid format.

The Annual General Meeting will be held on **Friday, May 26, 2023 from 1015h to 1130h PDT**, at LABCON (Whistler, BC) and via a virtual platform for those not able to attend in-person.

If you are not able to attend with either of these methods, please complete a proxy form. A proxy is a person who is an eligible voter that will vote on your behalf. To appoint a proxy and cast your votes, visit our [AGM Page](#) (before May 19, 2023). Business will be conducted in English; however, questions may be asked in either official language.

As part of CSMLS's continuing effort to be a responsible global citizen and reduce our carbon footprint, the 2022 *Annual Report* is available online [here](#) to view or download a copy. A printed copy of the Financial summary is available by contacting info@csmls.org.

Warm regards to all,

A handwritten signature in purple ink that reads 'Michele Sykes'.

Michele Sykes
President, Canadian Society for Medical Laboratory Science

CSMLS 87th Annual General Meeting

Friday, May 26, 2023 - 10:15am - 11:30am (PDT), 1:15pm to 2:30pm (EDT)

1. Call to Order

2. Approval of Agenda

3. Minutes of the 86th Annual General Meeting:

Held 1200h Saturday, May 14, 2022, Virtual from the CSMLS Hamilton, Ontario office.

4. Changes to the Bylaws 2022

The following were approved changes from the 2022 AGM:

5.5 – ballot forwarded to each voting members has no less than 40 days before the AGM

5.6 – vote via virtual platform, open for 10 days

5.8 – virtual polls/ read by Nominating Committee Chair

5.10 – removed mail-in ballot

9.1 – replace written proxy with ‘proxy indicated on CSMLS website’

9.2 – notify the membership at least forty (40) days prior to the AGM, that voting is open

5. Independent Auditor's Report and Financial Statements

The auditor's report and a condensed version of the financial statements are published in the CSMLS 2022 Annual Report. A full detailed financial report is available upon request.

6. Annual Report for 2022

The Annual Report is available on the [CSMLS website](https://www.csmls.org).

Print copies of the Financial Summary will be available for order at info@csmls.org.

7. Report from the Board of Directors

Michele Sykes, President and Kim Alkalay, Vice President will provide an update of Board activities since the beginning of the year.

8. Report of the Nominating Committee

Lucie Alain, Past President will report the results of the Ballot to the assembly for election of officers for 2024.

9. Appointment of Auditor

10. New Business: Bylaw Amendments

The following bylaw amendments are presented to the membership. These changes will allow the Board of Directors Nominations Committee more time to recruit members for the board ballot. There is also a change to Board of Directors start date.

These bylaws are:

4.2.1 – term start for Board of Director change to July 1st of election year, with removal of ‘his/her’ (more inclusive language),

5.3 – nominations must reach the Chair of the Nominating Committee at least 80 days before the Annual General Meeting.

8.2 – notify the membership no less than 40 days prior to the meeting. (in line with 2022 change of section 9.2.)

11. Adjournment

10. New Business: Bylaw Amendments

Rationale

The following bylaw amendments are presented to the membership. As the balloting process for elections is fully online, time for submission of ballots can increase along with voting period. Additionally, the Board of Directors proposes that the term start for new Board members be changed to July 1st to decrease the timeframe between election and term start. The Board has also opted to adopt a more inclusive language by removing 'his/her' from the description.

Current Bylaw		Proposed Changes
Article 4.0	Board of Directors	
4.2.1 Subject to Section 4.2.2 and Section 4.2.3, each director shall be elected to hold office for a three (3) year term at the Annual General Meeting, with all duties and responsibilities commencing on the first (1st) day of January following his or her election, unless any such individual was elected to complete the unexpired term of a former director, in which case such individual shall be elected for the remainder of such term.		4.2.1 Subject to Section 4.2.2 and Section 4.2.3, each director shall be elected to hold office for a three (3) year term at the Annual General Meeting, with all duties and responsibilities commencing on the first (1st) day of July following the election, unless any such individual was elected to complete the unexpired term of a former director, in which case such individual shall be elected for the remainder of such term.
Article 5.0	Election of Directors	
5.3 In addition to the nominations submitted by the Nominating Committee, nominations may be submitted over the signatures of ten (10) voting Members, one of whom shall act as the proposer and another as the seconder and must be accompanied by the written consent of the nominee. Such nominations must reach the Chair of the Nominating Committee at least 120 days before the Annual General Meeting.		5.3 In addition to the nominations submitted by the Nominating Committee, nominations may be submitted over the signatures of ten (10) voting Members, one of whom shall act as the proposer and another as the seconder and must be accompanied by the written consent of the nominee. Such nominations must reach the Chair of the Nominating Committee at least 80 days before the Annual General Meeting.
Article 8.0	Members' Meetings	
8.2 Notice of the Annual General Meeting, together with the agenda for the meeting, shall be sent to the Members electronically and posted on the CSMLS website not less than 30 days prior to the meeting. Notice of each Annual General Meeting must remind the Members of the right to vote by proxy.		8.2 Notice of the Annual General Meeting, together with the agenda for the meeting, shall be sent to the Members electronically and posted on the CSMLS website not less than 40 days prior to the meeting. Notice of each Annual General Meeting must remind the Members of the right to vote by proxy.