

ALBERTA TABLE TENNIS ASSOCIATION (ATTA)

ELECTION AND MEETING POLICY

(October 2025)

1. Purpose

The Alberta Table Tennis Association (ATTA) is committed to fair, transparent, and inclusive governance. This Election and Meeting Policy establish procedures to support the orderly conduct of Annual General Meetings, Special Meetings, and elections, while ensuring compliance with the ATTA Bylaws and the Alberta Societies Act. This policy supports – and does not replace or override – the ATTA Bylaws. Where a conflict exists, the Bylaws shall prevail.

2. Authority

This policy is adopted under the authority of the ATTA Bylaws.

3. Definitions

For the purposes of this policy:

- Association/ATTA – Alberta Table Tennis Association
- Member – An individual Member of ATTA
- Voting Member – A Member in good standing entitled to vote under the Bylaws
- Good Standing – As defined in the Bylaws.
- AGM – Annual General Meeting
- Electronic Attendance – Real-time participation through Board-approved technology allowing members to hear, be heard, and vote

4. Eligibility to Attend and Vote

4.1 Only Voting Members in good standing may:

- Vote at General or Special Meetings;
- Be counted toward quorum;
- Stand for election to the Board.

5. Pre-Registration for Meetings

5.1 ATTA may require advance pre-registration for attendance at the AGM or Special

Meetings.

5.2 Pre-registration is used to:

- Confirm membership status and voting eligibility;
- Facilitate meeting administration and credentialing;
- Support efficient meeting operations.

5.3 Pre-registration does not constitute attendance and does not count toward quorum unless the Member is present at the meeting.

5.4 Registration deadlines and procedures shall be included in the meeting notice.

6. Quorum

6.1 Quorum shall be determined in accordance with the ATTA Bylaws.

6.2 Quorum is confirmed when the meeting is called to order, based on:

- Voting Members in good standing
- Who are present in person or by approved electronic means

6.3 Members who are registered but not present shall not be counted toward quorum.

6.4 If quorum is not met:

- The meeting may be adjourned;
- Reports may be presented for information only;
- No election or binding decision shall be conducted.

7. Notice of Meetings

7.1 Notice of the AGM shall be provided at least 21 days in advance, and Special Meetings at least 14 days in advance, in accordance with the Bylaws.

7.2 Notice shall include:

- Date, time, and location (physical or electronic);
- Proposed agenda and matters requiring decisions;
- Registration and participation instructions.

8. Conduct of Meetings

8.1 Meetings shall be chaired by the President or, in their absence, the Vice-President or a Board-designated Chair.

8.2 Meetings shall be conducted in an orderly manner using a recognized meeting procedure, such as Robert's Rule of Order, adapted as necessary.

8.3 The Chair is responsible for maintaining order, managing debate, and ruling on procedural matters.

9. Voting Procedures

9.1 Each Voting member in good standing is entitled to one vote.

9.2 Voting may occur:

- In person;
- Electronically;
- By other secure methods approved by the Board, consistent with the Bylaws.

9.3 Proxy, absentee, and mail-in voting are not permitted.

9.4 Voting results shall be recorded in the official meeting minutes.

10. Election of Directors

10.1 Election shall be held at the AGM in accordance with the ATTA Bylaws.

10.2 Nominations:

- To be accepted in advance;
- Nominees must be Voting Members in good standing and must consent to nominations, and meet all eligibilities for election.

10.3 Elections may be conducted by:

- Show of hands;
- Secret ballot; or
- Secure electronic voting.

10.4 In the case of a contested election, the candidate(s) receiving the highest number of votes shall be declared elected.

11. Role of the Secretary

The Secretary shall:

- Maintain the official register of Members;
- Verify voting eligibility and good standing;
- Record attendance and quorum;
- Ensure accurate minutes and election records.

12. Records and Transparency

12.1 ATTA shall retain:

- Attendance records;
- Voting results;
- Election outcomes;
- Meeting minutes;

in accordance with legal requirements and good governance practice.

13. Review and Amendment

13.1 This policy shall be reviewed periodically by the Board.

13.2 Amendments may be approved by the Board, provided they remain consistent with:

- The ATTA Bylaws; and
- Applicable legislation.

This policy comes into effect as approved by the Board of Directors.