



## **Information on the Virtual AGM**

In line with the organisation of the virtual AGM on **19 December 2020 at 14hrs (Mauritius Time GMT + 4)**, we have come up with this document which illustrates all the steps towards the meeting.

The process of the virtual AGM will be quite similar to the BWF virtual AGM held in July 2020. As you will remember, the BWF provided much information to all Member Associations up to their AGM. Likewise, we will use the same process and will provide all the required information and technical assistance so that Member Associations have access to all information and have the opportunity to voice out their opinions via the different online meetings and by email.

The activities/assistance will include:

- ✓ The following videos will be published on the BCA website (English and French):
  - President Review
  - Secretary General Review
  - Administration & Remuneration Committee Report
  - Events Committee Report
  - Para badminton Commission Report
  - Marketing Committee Report
  - Development Committee Report
  - Women in Badminton Commission Report
  - Finance and Treasurer's Report
- ✓ The BCA Annual Report and the audited accounts will also be published on the BCA website and will be shared with all Member Associations.
- ✓ Council has approved amendments to the BCA Constitution which will be proposed to the AGM for approval. In line with this, a webinar will be organized (in English and French) to explain the proposal to the membership. It will also be an opportunity for all members to discuss and share their views on the proposed amendments.
- ✓ Member Associations and their delegates will have the opportunity to send in their questions regarding the virtual AGM. All questions and the corresponding answers will be published on the BCA website and circulated to the membership.
- ✓ Prior to the virtual AGM on 19 December 2020, BCA will organise a series of online meetings (in French and English) on the Agenda/Order Paper of the AGM. Delegates will be able to voice out their opinion and discuss on the different items on the agenda.
- ✓ During the virtual AGM, only official delegates (voting and second delegate) will be able to take part in the meeting. As the BWF AGM, there will be no interaction and delegates will only vote when required to do so. All discussions and explanations will be done prior to the AGM during video conferences and webinars that the BCA will host (see below).



- ✓ For the online voting during the virtual AGM, BCA will work with **Lumi Global**, the same company that assisted the BWF for their AGM. A test voting event will be organised with all voting delegates. The exact timing will be communicated later.
- ✓ For developing countries having difficulties to connect to a constant internet connection, BCA will provide an assistance. This will be done on a case to case basis.

**Key Dates for the Virtual AGM**

Date	Activities / Actions	Details
<b>Monday 1 November</b>	<b>Video Reports published</b>	<p>President, SG and other Committees reports published on the BCA Website and the BCA YouTube Channel</p> <p><u>Website:</u> <a href="https://badmintonafrika.com/annualgeneralmeeting/">https://badmintonafrika.com/annualgeneralmeeting/</a></p> <p><u>Youtube:</u> <a href="https://bit.ly/3jssXkJ">https://bit.ly/3jssXkJ</a></p> <p><u>Questions from members:</u></p> <p>Any question on the Chairs report should be sent to the SG (<a href="mailto:s.edoo@badmintonafrika.com">s.edoo@badmintonafrika.com</a>). This will also be uploaded on the BCA Website.</p>
<b>Thursday 5 November</b>  (6 weeks before the virtual AGM)	<b>Agenda of Meeting (Order Paper) published</b>	<p>As per the BCA Constitution (<a href="#">click here</a>) - 6 weeks before the AGM.</p>
<b>Monday 7 December</b>  14hrs (Mauritius Time GMT + 4)	<b>Video Conference on AGM Agenda - English</b>	<p>All items on the agenda (<i>excluding Council Proposal on the Constitution amendments</i>) will be discussed and members will have the opportunity to share their views and engage in discussions.</p>



Date	Activities / Actions	Details
<b>Tuesday 8 December</b>  14hrs (Mauritius Time GMT + 4)	<b>Video Conference on AGM Agenda</b> - French	All items on the agenda ( <i>excluding Council Proposal on the Constitution amendments</i> ) will be discussed and members will have the opportunity to share their views and engage in discussions.
<b>Wednesday 9 December</b>  14hrs (Mauritius Time GMT + 4)	<b>Video Conference on Council Proposal for the Constitutional Amendments</b> - English	The amendments will be explained to the membership and delegates will be able to discuss same.
<b>Thursday 10 December</b>  14hrs (Mauritius Time GMT + 4)	<b>Video Conference on Council Proposal for the Constitutional Amendments</b> - French	The amendments will be explained to the membership and delegates will be able to discuss same.
<b>Friday 18 December</b>  14hrs (Mauritius Time GMT + 4)	<b>Deadline for nomination of delegates to the AGM</b> (24 hours before the meeting)	The final list of voting delegates / second delegates prepared after this deadline.  Voting delegates will be sent log on / password details 20 hours before the AGM.
<b>Friday 18 December</b>  (Exact time TBA)	<b>Voting Test Event</b>	Voting Delegates to connect with log in and password received from Lumi and to test the online voting.  Exact time to be announced.
<b>Saturday 19 December</b>  14hrs (Mauritius Time GMT + 4)	<b>Decision-making Virtual AGM 2020</b>	Only BCA President and SG will be seen and heard – delegates will vote on AGM agenda items.  For any last minute questions/comments, delegates will be able to send (live) messages on the chat.

**The Secretary General**  
27 October 2020