

## Delegate Responsibilities and Obligations

- Represent the producers in your zone
- Keep informed about ABP 'news and views'
- Keep your constituents (local producers) informed about the issues and the ABP
- Solicit input from local producers on an ongoing basis
- Attend and actively participate in the annual and semi annual meetings
- Attend and actively participate in committee and zone meetings (an telephone conference calls)
- You can think of the ABP as a cattle producers' Parliament, and you are an MP representing cattle producers
  
- **Zone meetings** – be prepared to report on your committee area, seek an understanding of issues (keep informed about board and all other committee activities)
  - Number of meetings varies depending on zone
- **Committee meetings** – be prepared to provide input on behalf of your zone and seek direction from your zone
  - You are the expert in that subject for your zone (portfolio or cabinet position)
  - Staff role is secretariat (research, advise, execute direction) – it's your show
  - About four meetings per year, usually held in this boardroom and occasionally in Edmonton
  - Lunch is always provided
  - Parliamentary procedure used at all ABP meetings
  - Committees are an arm of the ABP Board:
    - To conduct background investigation and make recommendations to the Board
    - To carry out programs directed by the Board
    - Develop programs and activities for the Commission
- **Producer meetings** – update producers on current activities and finances of the ABP
  - get feedback from producers on current or proposed programs
  - gain insight into producers' concerns and/or problems
- **Zone coordinators**
  - Plan local activities such as producer forums, coffee shop meetings, displays at local trade shows, etc., to ensure a strong presence and liaison with local producers (all delegates in the zone help with these activities!)

### **If You Need Help**

- Call your zone director
- Call an experienced delegate from your zone
- Call someone from your committee
- Call the ABP office or ABP staff members
- Don't be shy about calling and asking for assistance

## ABP General Meetings

- Already touched on zone and committee meetings so will now focus on ABP's general meeting
- The annual general meeting is the most important meeting of the year
- Business meetings which charts our direction for the coming year (not a convention)
- Meeting elects five directors at large and national directors to the CCA and BIC
- Register – package will have everything you need including an expense form, hotel map, detailed agenda, resolution report (which includes rules of procedure, a delegate list, and a policy report – previously carried resolutions), minutes of last year's AGM, and an annual report so you have the full set of financial statements and the budget for reference
- Have your picture taken
- Meeting starts at 1:00 p.m. on the Monday – PLAN ENOUGH TIME FOR TRAVEL, HOTEL CHECK-IN, ABP REGISTRATION DESK CHECK-IN, AND LUNCH (BUFFET LUNCH WILL BE AVAILABLE FOR DELEGATES)
- Tables will be numbered from 1-9; make sure you sit at your zone table; this is to assist the AGM chairmen and the secretary
- We hire chairmen (past delegates with strong skills in managing meetings)
- Expect to be introduced by your zone director
- A report will be presented and then the resolutions pertaining to that report will be presented
- Resolutions are projected on a screen and read aloud over the PA system
- Chair will ask for a mover and a seconder (they can speak to the resolution)
- The chair will ask if there is any opposition
- If there is no opposition, the mover has the privilege of closing the debate and then the vote is conducted
- A delegate may speak only once to a resolution (three minute time limit), other than the mover who may close the debate
- Zones generally meet before the annual meeting starts to plan how to present resolutions from their zone (who moves, seconds, etc.)
- Monday evening is a get acquainted dinner and reception
- Tuesday banquet involves a program
  - Presentation of the Environmental Stewardship Award
  - Acknowledging the efforts of the Ag. Minister
- Dress tends to be a little fancier for the banquet
- Regarding spouses, no organized program
  - The ABP will cover spouses' share of accommodations and meals
  - Can purchase meal tickets at registration for children
- Approximately 50-75 government, industry, and **media** guests also attend the meeting
  - So everything said at the AGM is 'on the record' – in terms of media

### Semi Annual Meeting

- ABP delegates all get together again at the semi annual meeting held in June at Edmonton
- Mid-year meeting starts with a full day committee meeting (committees meet concurrently)
- Social function that evening
- Followed by half-day general session to update delegates on current issues.