

Procedure for designating your parents' committee's delegates to the FCPQ's General Council

In accordance with the General Regulations, between October 1st and 31, each parents' committee designates two delegates and transmits their names and coordinates to the FCPQ. The delegates' term of office is one year and is renewable, and begins on November 1st of each year.

We would be grateful if, **at your first parents' committee's meeting**, you would:

- Forward the following link to each member of your parents' committee so that they can access the relevant information: <http://www.fcpq.qc.ca/fr/instances-decisionnelles>.
- Elect your two delegates.
 - We cannot insist too much on the importance of choosing trustworthy delegates who will effectively fulfill their function as liaisons between your parents' committee and the Federation. The attached booklet explains the tasks involved and the time required for carrying out this function.
 - Three important aspects to consider:
 - The General Regulations provide that only one of the delegates has the right to vote. It is therefore important that this person be properly identified. Note that the other delegate has the same right to speak and participate in discussions and debates as the voting delegate.
 - Should a delegate from your parents' committee also be elected to the Federation's Executive Committee, that person automatically becomes the delegate with the right to vote.
 - A substitute or substitutes may be appointed by means of a resolution. However, only two people may attend a General Council meeting, one as the first delegate and the other as the second delegate.
 - Should any of your parents' committee's delegates resign their position, replacement delegates can be elected any time during the year. However, in order to prevent any confusion, it is important to inform the Federation as soon as possible (see below).

Once your two delegates have been designated, we invite you to fill out the online form by clicking the following link: <https://forms.gle/5cbmQV7DDwF6Fbb98>

The first General Council meeting will take place in **November**. While the date remains to be confirmed, the meeting will begin on Friday evening and continue all day, Saturday. All relevant information will be sent to the delegates whose contact information you have provided. The sooner we receive this information, the sooner your delegates will receive the information they need to play their role within the General Council.

August 2020
