



# SAN FRANCISCO YOUTH SOCCER

## SPECIAL GENERAL MEETING

May 23, 2017 at 7:00 – 8:30 p.m. County Fair Building, Golden Gate Park,  
1199 9<sup>th</sup> Avenue, San Francisco, CA 94122

### SGM Agenda

1. Call to Order
2. Roll Call of Directors and Officers
3. President's Comments
4. Matters called for in Special Meeting Request by 5% of the Membership. No other business may be transacted at the Special General Meeting:
  - 1) Whether Po Bronson should be removed as a Director of SFYS
  - 2) Whether the SFYS Board of Directors should consider adopting Conflict of Interest Policy for the corporation
  - 3) Whether the SFYS Board of Directors should consider adopting a policy requiring SFYS Directors, officers, and employees to disclose affiliations with other youth soccer organizations
5. Adjournment

### Admittance, Check-in, Rules of Conduct, & Nominations Procedures

As indicated in the notice previously distributed to members, the only formal business at the May 23, 2017 SGM is the matters listed above in the agenda. This document sets forth the various procedures that will apply to the SGM in order to ensure an efficient, effective, and orderly meeting.

**Admittance:** Attendance at the SGM will be restricted to Members (also referred to as "Designated Voting Representatives" of the SFYS teams) and SFYS staff, volunteers and professionals performing official duties for SFYS. Members are defined in the SFYS Bylaws as each current Director and current officer of the leagues and the team manager of each team SFYS registers and insures within the territory. No individual may hold more than one membership. If a Member is unable to attend the SGM, the Member may authorize a proxy holder to attend and act on behalf of the Member at the SGM pursuant to a valid proxy. For the sake of efficiency, SFYS has encouraged Members who intend to authorize a proxy holder to attend the SGM in their place to submit completed and valid proxies to SFYS in advance of the SGM. A valid photo ID will be required in order to receive a ballot and gain admittance to the SGM.

Because the team manager of each registered and insured team is the Member, SFYS has established a process by which teams registered by SFYS may update the identified team manager on file with the organization in advance of the SGM (these individuals have also been referred to as "Designated Voting Representatives"). You may check the current SFYS list of Members and proxy holders who have been assigned by Members with respect to the SGM to date online here: [Members and Proxyholders List](#)



**Check-in:** All attendees will be required to check-in. Tables will be grouped alphabetically by the last name of the Member/Voting Representative (if you are a proxy holder attending for a Member/Voting Representative the ballot will be under their name, not yours at the Proxy table). Check-in will open at 6:00 p.m. We recommend allowing adequate time to check-in in advance of the 7:00 p.m. start.

In order to receive a ballot, the Member must be able to identify the team they are representing, provide valid photo identification, and be listed on the Members and Proxyholders list. The only exception is for Proxyholders who bring a [valid proxy](#) with them to the SGM. We encourage proxies to be submitted in advance if possible.

**Rules of Conduct:** In the interest of maintaining an orderly meeting and conducting the business at hand within the allotted timeframe, the following rules of conduct will apply:

1. The SFYS Bylaws provide that the President or, in the President's absence, the Secretary, shall chair the SGM. The SFYS Bylaws also provide that the Chair of the meeting may adopt rules of order for the meeting.
2. Members wishing to address the meeting may do so during the designated discussion periods. Members may address the meeting only after being recognized by the SGM Chair, and any Member wishing to speak should raise her or his hand until recognized. Once recognized, the Member should stand at his or her seat, state his or her name and Member status, and then direct his or her question or comment to the SGM Chair.
3. In order to maintain an orderly and efficient meeting and to give as many Members who so desire an opportunity to speak, each Member comment or question will be limited to two (2) minutes. The SGM chair may adjust the duration based on attendance and interest.
4. Each speaker will be permitted to conclude her or his remarks without interruption. Repeated interruptions by any person will be a basis for removal from the meeting.
5. Yelling, threatening, confrontational or derogatory comments or behavior, or engaging in personal attacks will not be permitted and will be a basis for removal from the meeting.

The Chair of the SGM may amend or add to these rules at any time if deemed to be in the best interest of SFYS and its Members.

**No Campaigning:** There shall be no campaigning or lobbying in or outside the County Fair Building. This includes the distribution of handouts or other material.

**Recording:** The SPG may be recorded by means of video or audio equipment for the purpose of providing a replay to those unable to attend.

**Tabulation:** Ballots will be counted the day after the SGM. Results will be communicated after they are certified.