



## **Delegate Information**

Thank you for your willingness to represent your church at Assembly 2025. Read below to explore how you and your church leaders might be involved in CBWC Assembly this year. We look forward to sharing this time together with you.

## **The purpose of assembly**

The purpose of assembly is two-fold: To foster deeper and meaningful connection with other affiliated churches and people of the CBWC, and to do the business of the CBWC. Decisions on policy, new church affiliation, board member elections, budgets, etc, are made at assemblies made up of delegates from our churches. The CBWC Volunteer Board of elected representatives brings to these meetings the motions to be discussed and voted on. The decisions made at Assembly then guide the staff and board in the implementation.

**Date:** May 22-24, 2025

**Location:** Calgary, AB

**Accommodation & Meetings:** Best Western Premier Plaza Hotel & Conference Centre **Meals:**

**Meals:** provided onsite from Thursday reception to Saturday brunch

## **Who will be there?**

Every church may send one (1) pastor and two (2) delegates to vote, plus one delegate for every 50 members above 100 members. All CBWC members and visitors are welcome as non-voting guests. For a legal quorum we need 35 churches represented with 100 delegates present. Including guests, we usually have between 250-300 in attendance.

Generally, there will be pastors, delegates, guests, ministry partners, CBWC Executive and Office Staff, CBWC Board members as well as vendors for various ministries and service opportunities.

## **What do I need to attend?**

You will need to register in February 2025 as a delegate using the online portal at [cbwc.ca/assembly](http://cbwc.ca/assembly). A Group ID for hotel reservations will be provided in February 2025 for booking online with the hotel at our discounted conference rate.

You will receive a digital docket via email, 4 weeks prior to this event. This is an important piece to read through and engage with as part of your preparation for representing your church to the Assembly.

*Disclaimer: In the event that there is a discrepancy between what is stated in this document and Bourinot's Rules of Order (BRO) and/or the Canada Not for Profit Agreement (CNPA), the BRO and CNPA will be followed.*

Included in the docket are the pieces you will need for the business sessions of the Assembly, including the agenda of our business over the three sessions during The Gathering. These business sessions are held to conduct various required items of business, including approving our financial statements for the previous year, approving our budget for the current and next three years, nominating Directors to Board of the CBWC, Carey, and Canadian Baptist Ministries (CBM), amongst other items.

The general by-laws of the CBWC are included in this docket. They outline and govern the business of the Assembly. Rules of order are established through the use of Bourinot's Rules of Order.

### **What will be discussed during the Business Sessions?**

We will discuss the business of CBWC over the last year, including, but not limited to, Executive Staff and Board reports, financial reports, ministry updates, nominating report, and any motions that were submitted within the deadline dictated by CNPCA (Canada Not for Profit Corporations Act). Please see Agenda for more details.

### **How do I ask a question at Assembly?**

Once the business meeting is in session, the moderator will call for in-person questions and you can go to one of the mics and ask your question when invited to do so. There is a time limit on the length a person may talk. The rules of engagement will be explained clearly by the parliamentarian prior to the start of the business meeting.

### **Voting:**

While visitors and delegates may attend the business meetings of the Assembly, only delegates are allowed to vote. Voting is done by a show of hands, unless a ballot is requested (by a motion made, seconded, and carried).

### **Motions:**

All motions that will be presented to the Assembly will be included in the docket. If you wish to speak to a motion (to agree or disagree with it, make a motion to amend it, make a motion to defer action to another time, or make a motion to refer the matter to the CBWC Board) after it has been moved and seconded, there will be microphones available on the floor of the Assembly.

Amendments to motions may be made during the Assembly when the relevant motion is on the table (having been moved and seconded). Amendments made may not undo the intent of the main motion. If an amendment is moved and seconded, the main motion is put aside for the moment, and discussion occurs around the amendment only. If the vote on the amendment carries, the main motion is immediately changed, discussed, and then is voted on.

All motions require a simple majority vote (50% +1), with the exception of a motion to change the by-laws, which requires a two-thirds majority.

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