

**ONTARIO TAEKWONDO ASSOCIATION
OCTOBER 20, 2007 ANNUAL MEETING OF MEMBERS**

PROCEDURE DETAILS

At a meeting held on Friday, September 28, 2007, at the request of the Ontario Ministry of Health Promotion (MHP) Sport Consultant, the President, Secretary General and Treasurer discussed the voting procedures for the upcoming Annual Meeting of Members (hereinafter referred to as the "AGM") on Saturday, October 20, 2007 at 2:00pm. The following consensus was reached among the above participants.

1. BASIC MEETING DETAILS

- The MHP Sport Consultant will be in attendance at the AGM and Election.
- The AGM will be audio recorded by the OTA.

2. MEETING CHAIR

- The AGM will be chaired by the President, Grandmaster Oh Jang Yoon.
- The election proceedings component of the AGM (Agenda Item 4) will be chaired by a neutral 3rd party ("election chairperson"), who will be selected by the Ontario MHP Sport Consultant. The name of the 3rd party person will remain confidential until he is introduced at the AGM on October 20.

3. ELIGIBLE VOTING MEMBERS LIST

- A list of Eligible Voting Members will be prepared by the Secretary General, Master Yoneh Chae. It was agreed that the membership files would be made available for Grandmaster Oh Jang Yoon to review at the OTA office at a time mutually agreeable to him and Master Yoneh Chae. Ms. Barbara Lyon-Stewart, MHP Sport Consultant, agreed to attend this review.
- According to OTA bylaw Number 7, section 11.05, "No member shall be entitled to vote at any annual or general meeting unless he/she has paid all dues or fees, if any, then payable by him/her, and has been a member for at least thirty-(30) days." For this AGM, members must have been a 'registered' member on or before September 20, 2007.

4. CHECK-IN AND REGISTRATION FOR MEMBERS AND PROXY HOLDERS

- Check-In will open at 12:00pm and close at 2:00pm. Please arrive early to ensure you are checked in before check-in closes. Photo ID will be required.
- Each check-in table will have 2 people (1 selected by President Yoon, and the other 1 selected by 1st Vice President Myung) checking people in according to the Eligible Voting Members List.
- Election ballots will be distributed to participants (members and proxy holders who are attending on behalf of members) upon check-in.
- No election ballots will be distributed once Roll Call (Agenda Item 1) has been made indicating the start of the AGM.

5. VALIDATION OF PROXY HOLDERS

- The number of votes carried by each proxy holder will be determined in advance of the AGM by the Secretary General based on the proxies received before the proxy deposit deadline (October 18, 2007 at 12:01am). The President may attend the Secretary General's office for validation of proxies received.
- The list of eligible voting members will also indicate the names of proxy holders, and the number of votes held by each proxy holder (since a proxy holder may be holding a proxy for more than one person)
- Members who have given a proxy to someone, who subsequently decide to attend in person, may revoke their proxy in writing, between 10:00 – 11:00am on Saturday, October 20, 2007 (before the check-in period).

6. ELECTION PROCEDURE

- The election ballots will be prepared by the MHP Sport Consultant.
- The election ballot distributed at check-in will indicate the number of votes held by that member or proxy holder (2 people at each check-in table will each initial the ballot to confirm the number of votes). The MHP Sport Consultant will be present as a 3rd party observer at check-in.
- Voting will occur at Agenda Item 4, whereby members and proxy holders will be able to deposit their completed ballot in a sealed ballot box.
- The counting of the election ballots will be conducted in private by the 3rd party election chairperson, with 2 additional "counters/recorders" (1 person selected by President Yoon, and the other 1 person selected by 1st Vice President Myung). The ballots will be counted twice to ensure that the same count is achieved both times, and if not, a third count will be performed.
- During the counting of the ballots, the AGM will continue at Agenda Item 5. The Election Chairperson will announce the results of the election at the end of Agenda Item 10 ("Other Business").
- At the end of the meeting, the MHP Sport Consultant will take the ballots and keep them on file at the Ministry for 6 months.

7. OTHER MATTERS

- The MHP Sport Consultant for OTA has officially requested that a meeting of the newly elected Board occur immediately following the AGM.
- At a meeting of the Board of Directors, held on Thursday, October 18, 2007, the following decisions were taken:
 - (i) The Board of Directors confirmed that the following 2 documents are required to satisfy membership requirements and in order to have voting rights at the AGM and election :
 - copy of Kukkiwon certificate
 - Certificate of Citizenship and Residency form signed
 - (ii) The Board of Directors confirmed to extend the deadline for submission of these documents, so that they can be submitted; (i) by fax until Friday, October 19, 2007 at 5:00pm, or (ii) in person on Saturday, October 20, 2007 between 10:00 – 11:00 am. **Please note that submission of supporting documentation will only be accepted between 10-11am, and will not be accepted after 11:00am.**