



Dear Association Officer,

RE: 2024/2025 TERM

**NOTICE REGARDING APPOINTMENT OF REPRESENTATIVE TO
THE CANADIAN NATIONAL EXHIBITION ASSOCIATION (CNEA) MEMBERSHIP**

The Canadian National Exhibition Association (CNEA) is a not-for-profit organization and agricultural society that was founded in 1879 for the purpose of fostering the development of agriculture, industry and the arts. The CNEA has a long history of planning and executing the 18-day Canadian National Exhibition, often referred to as the 'Ex', and is one of the top agricultural fairs in North America and one of the largest community events in Canada. The 2023 Ex summer event was a success with over 1.6 million visitors. More information about the CNE Association has been included in the enclosure and information about the event can be found at www.theex.com.

Your organization is a member organization of the CNEA and is eligible to appoint / re-appoint a member representative ("Appointee") to the CNE Association for the upcoming new term. There is no cost for membership. If you do not know who your last appointee was or your current status with the CNEA, please contact the Corporate Secretariat office for a status update.

This year the CNEA will hold its Annual Meeting during the business day the week of May 27th 2024 (exact date, time and location will be communicated. You have an opportunity to appoint or reappoint your representative. We would appreciate your appointee communication or form by Friday, May 17th 2024. As always, at any time that is convenient for your organization, you may change your Appointee to meet your organization's needs and timelines. That being said, should your appointee be appointed at another point in the CNEA term, they will not be eligible to be elected to the CNEA Board of Directors (unless an applicable vacancy arises which can be filled by a CNEA appointment process) nor receive the event credentials access package.

For those organizations who have may have already recently appointed their Member to the CNE Association, please disregard this communication.

Please find the appointment process instructions below for various scenarios that may apply to your organization and appointee.

Appointment Process

Re-appointing / Returning your current member representative – can be communicated by email

If your organization will be re-appointing your current appointee, **an email communication confirming that to the CNEA is sufficient** with key contact information confirming the name of the returning appointee to CNEA@theex.com

If the CNEA does not hear back from your organization, the current appointee representative will be considered to be continuing.

New Appointees to Represent Your Organization – Appointment Form Enclosed for Completion

If you are appointing a new individual as your representative, we ask that you complete the enclosed two-page form. The nominee is asked to consent to the appointment, acknowledge and agree to support the CNEA mandate, vision and values and authorize the release of their contact information by signing the 'Authorization, Consent and Acknowledgement' section of the form.

For new appointees, we request that you share a short background about the person (such as a bio or C.V.) to accompany the form so we can get to know the appointee.

This term will commence on the date of the Annual Meeting the week of May 27th 2024 (exact date, time and location to be communicated in a separate email). The CNEA term will continue until the 2025 spring Annual Meeting.

The appointment authorization must be signed by an officer of your association. If the officer of your association and the representative are the same person, please ensure another officer or executive member from your association signs the form.

Please have the 'Notice of Appointment' form authorized by the proper authority, signed by the member, and returned prior to the Annual Meeting. **Should your appointee wish to consider running for (or seeking re-election) to the CNEA Board of Directors, paperwork should be submitted by the deadline. A communication about the election process will be sent out to all representatives.**

No Appointment for This Term / Year – can be communicated by email

If your organization has decided to not appoint any representative to the CNEA at this time, kindly send an email confirming that no appointment will be made.

As always, your organization can change your Appointee or, if there is a vacancy, make the appointment at any time. However, the Board of Directors is elected at the Annual Meeting and therefore your appointee will not be eligible until the next Annual Meeting.

We thank you for your continued support of the CNEA and the participation of your Member Appointee over the last term. We look forward to continuing to engage with your organization and your Member Appointee.

Membership Withdrawal – can be communicated by email

If your organization at any time decides to withdraw membership with the CNE, feel free to send us a formal letter of withdrawal. Membership withdrawal is applicable from the date we receive the withdrawal letter which terminates your affiliation with the CNE.

2024 Annual Meeting

Please note that the **Annual Meeting** of the Canadian National Exhibition Association (CNEA) has been scheduled for:

- **Date:** **week of May 27th (exact date to be communicated)**
- **Time:** **business hours (exact time to be communicated)**
(formal invitation to be sent to all member appointees),
- **Location:** Toronto, Ontario, Exhibition Place site, exact venue will be communicated.
- **Format:** In-person Meeting – details to be sent to all current appointees and Incoming appointees once confirmed by the organization.

The CNEA term continues until the 2025 spring Annual Meeting. Please share our annual meeting information with your organization Appointee.

In preparation for the Annual Meeting, please either complete the attached form or as explained above, send a communication by email to CNEA@theex.com

Do not hesitate to be in touch should you have any questions to CNEA@theex.com or by phone to 416-263-3841 including requesting competencies, skills and expertise sought by the CNEA, opportunities to volunteer and get involved in the CNEA and Member Organization / Member Appointee benefits.

Let's go to the Ex!

Enclosures:

- Further Information about the CNE Association
- Notice of Appointment Form – to be completed only for new appointees to represent your organization.
- 2023 Association member benefits infographic (to be updated for the annual meeting).

**Elections to the Board are only applicable for Section 2, 3 and 4.*

Section 1/Municipal section appointees to the CNEA Board are set in the CNEA Act and appointed by the City of Toronto Council.