

## THE RULES OF ORDER and CONDUCT GOVERNING the Annual Members' Meeting (AMM) To be adopted at the beginning of the AMM

### 1. RULES:

The AMM will use Robert's Rules of Order. This document covers the main rules for proceedings and conduct throughout the meeting. All matters not listed shall be governed by Robert's Rules of Order.

### 2. CONDUCT:

Personal insults, un-parliamentary language, or expressing racist, sexist, homophobic, or other discrimination in conduct or language will not be tolerated. In such cases, the participant whose conduct is in question shall explain and then withdraw, and the meeting will determine what action to pursue in the matter, including requiring the participant to leave. The hosts reserve the right to mute any speaker for these purposes.

### 3. MOTIONS:

Motions must be "moved" and "seconded" to be debated. The signatorie(s) to proposals and resolutions received in advance will be considered as the mover (and seconder).

### 4. AMENDMENTS:

All proposed changes require amendments to be moved and seconded. An amendment can also be amended.

### 5. DIVIDING A MOTION:

A multi-part motion with distinct parts can be "divided" or "split" by a majority vote (50%+1) into separate part(s) to be voted on.

### 6. SPEAKERS:

**a) Order of speakers** – The chair will recognize speakers in the order they indicate interest in speaking. Speakers can indicate a desire to speak by using the "raised hand" function in Zoom. Speakers are asked to give their name and shall confine remarks to the question at issue. A participant shall not interrupt another except to call a point of order or for a question of privilege.

**b) Time limits** – Speeches shall be limited to a maximum of three (3) minutes.

**c) Frequency** – No one shall speak twice on a subject until after all others who wish to speak. A third time will only be allowed if a majority vote allows it.

**d) Access to microphone** – We ask that all participants stay muted throughout the meeting, until they are called to speak. Speakers are invited to unmute themselves when invited to speak by the host, and are asked to mute immediately after their 3 minutes of speaking is over.



## **7. ENDING DEBATE:**

**a) Calling the Question** – Calling out “Question” is not recognized. Rather, a speaker who is in turn may “call the question” but cannot first contribute to the debate. The chairperson will then take a vote to end debate. If it passes they will immediately take a vote on the issue.

**b) Testing the House** – In addition, the chair will “test the house” after no more than 5 speakers “for” and 5 speakers “against”. Once either side has had 5 speakers, the chair will accept the necessary number of speakers from the opposing side until they have also had 5 speakers. This will be done by asking those in line to declare which side they support.

## **8. VOTES:**

Voting will be done through the Zoom polling feature, available to all who join via computer. Those joining on the phone can use \*9 to raise their hand and their vote will be counted by Council support staff. A “roll call” vote where each participant is asked to verbally declare their vote may be required if moved, seconded and approved (50%=1).

## **9. CHALLENGES:**

A mover and seconder may challenge a ruling of the chair with a motion to “appeal the ruling of the chair.” This must be done immediately after the ruling at issue. The chair will turn over the chairing to another person, who will allow both the chair and the mover to explain their position. The following question will then be voted on with no debate: “Shall the decision of the chair be sustained?” A majority (50%+1) will sustain the ruling.

## **10. CHAIRPERSON VOTES:**

The chairperson has the same voting rights as other participants. If they have not already voted on a matter, they may vote to break a tie.

## **11. RECONSIDERATION:**

A motion may be reconsidered during the AMM provided both:

- a)** the mover of the motion to reconsider voted with the majority (prevailing side); and
- b)** notice of motion is given for consideration later in the meeting.

## **12. EMERGENCY MOTIONS:**

Emergency resolutions are only accepted on issues related to the Council's mandate that could not have been anticipated before the April 28 deadline. An explanation as to why this should be considered as an emergency matter must be included with the resolution. The final deadline to receive such resolutions is on Friday, June 7, 2024, at 11:59 p.m. PT.

