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## RULES OF PROCEDURE

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Please review the following in advance of the meeting

Voting members and attendees are required to follow these rules of procedure.

### Technical Interference:

Each attendee is responsible for their electronic connection; no action shall be invalidated on the grounds that the loss, or poor quality, of an attendee's individual connection prevented them from participating in the meeting. In addition, the chair may cause or direct the disconnection or muting of an attendee's connection if it is causing undue interference with the meeting.

### Recognition:

Any Voting Member wishing to speak shall address the Chair (use: 'Chair', or "Madam Chair") and identify himself/herself by **full name**.

For an online meeting, this may be achieved by one of the following methods:

1. **Raise Hand:** Click the '**Raise Hand**' button. This button is found under the **Reactions tab** (hover a computer mouse usually at the bottom/centre of the screen to find the **Reactions icon**, click on it to find the **Raise Hand button**). Once you have pressed the button, the '**Raise Hand**' icon will show next to your name. *Please wait to be recognized by the Chair, then unmute yourself* – you can also 'lower' your hand by pressing on the button again if you are finished or no longer wish to speak.
2. **Phone Raise Hand:** For any members who are participating through the teleconference option only (dialing in), you can 'raise' and 'lower' your hand by pressing Star-9 on your phone.
3. **Verbally:** By verbally requesting recognition by the Chair (once all raised hands are addressed); this is achieved by 'unmuting' their microphone and requesting recognition, **only when the floor is available and there are no other participants speaking**.
4. **Re-Muting:** When you are finished speaking, please remember to 're-mute' yourself.
5. **Phone Mute & Unmute:** For any members who are participating through the teleconference option only (dialing in), you can mute and unmute yourself by pressing Star-6 on your phone once permission has been given to speak.

## **Motions:**

1. **Who Can Make a Motion:** Motions shall be made and seconded **verbally** only by Voting Members. For the purposes of an online meeting, those moving and seconding motions must be clearly recognized by **full name** by the Chair to ensure the proper recording of business.
2. **Who can Discuss a Motion:** Any member may speak to a motion, ask questions about it, or take part in discussion. ***They must first be clearly recognized by the Chair and must avoid speaking over others.*** All remarks and questions shall be addressed through the Chair.
3. **Stay on Topic:** Speakers shall confine remarks to the motion under discussion.
4. **No New Formal Motions:** Any motion that is not relevant to the business of the agenda is out of order and will not be entertained as those would be outside the scope of the notice.

## **Debate:**

Debate shall be **limited to two minutes** for each speaking member. **No member may speak more than twice to the same question**, *except* when granted by the Chair, or granted by the members via a 2/3 vote without debate.

A **maximum of fifteen minutes will be allowed for discussion** on each resolution unless extended via member request and approval by the Chair, or at the Chair's discretion.

The Chair at their discretion may permit a Board representative, legal counsel, or any other appropriate individual to respond to a member question. In such instances the individual will be asked to respond within no more than 2 minutes, unless granted by the Chair. A response to a question is not considered to be a speaking opportunity.

## **Inappropriate Behaviour Will Not Be Tolerated:**

**Inappropriate or disruptive behaviour will not be tolerated in an online setting, just as it would not be tolerated in an in-person setting.** Such behaviour includes interrupting others, yelling, abusive language, inflammatory comments, inappropriate comments in the Chat box, or any other behaviour that the Chair deems is detrimental to a positive and efficient meeting.

Please be respectful when speaking and avoid inflammatory comments or disruptive behaviour. **The Chair reserves the right to mute participants or potentially dismiss them from the meeting if their behaviour is dilatory or unruly.**

## **Parliamentary Authority:**

Where these Rules of Procedure and other documents of authority (i.e. Bylaws, the Act) do not specify, the meeting shall be governed by Robert's Rules of Order (most current edition).

## **Voting:**

For the purposes of an online meeting, voting will be conducted as outlined in the *Attendance & Voting Instructions* document that has been sent to Voting Members.

1. **Voting Options:** The motion and the voting options will be shared via an email to all voting members, and the voting platform will indicate:
  - Motion XXXX**
  - a. **In favour**
  - b. **Opposed**
  - c. **Abstain from voting**
2. **Electronic Vote Process:** Members will be afforded several minutes to vote on the motion and the voting scrutineer will monitor the incoming votes to ensure that all votes are collected. At the conclusion of a reasonable time period or confirmation of all votes by the voting scrutineer, the voting poll will close. Voting members who are only able to participate through the teleconference option (if applicable) will be provided with the opportunity to provide their vote. **Note that once the voting poll is closed by the administrator, it cannot be reopened.**
3. **Voting Results:** The results of the online voting poll will be shared verbally with the membership by the voting scrutineer, who is responsible for voting accuracy and integrity.
4. **Technical Difficulties:** In the event that technical difficulties arise, voting may be conducted via roll call and the Chair will outline the voting process for a roll call if required.

*The rules expressed herein are of a summary nature only and their application and interpretation shall be decided by the Chair of the Meeting in their sole discretion.*