



ANNUAL GENERAL MEETING RULES

OCTOBER 15, 2022

In accordance with Bylaw 3.1 (4), Council may establish policies, procedures, or rules of order, for the purpose of regulating the conduct of a general meeting. The following Rules of Order were approved by Council on June 17, 2022 to govern the Annual General Meeting.

The Annual General Meeting rules of order set out below are intended to facilitate progress at the meeting, include registrants in orderly debate and decision-making, and ensure fairness, equality and common sense.

General

1. Registrants attending the Annual General Meeting (AGM) will be required to pre-register for the AGM by 5 PM on October 10, 2022 in order to establish secure voting credentials for registrants with voting rights. Log-in credentials will be emailed to participants in advance of the AGM.
2. The meeting will be run in accordance with the relevant provisions of the *Professional Governance Act*, Bylaws and the Rules of Order established by Council. Where the *Act*, Bylaws and Rules of Order are silent, the current edition of Robert's Rules of Order Newly Revised (RONR) will apply.
3. The agenda for the AGM will be approved by Council, and will be published no less than 14 days in advance of the meeting.
4. The meeting shall conclude by 12:00 pm.
5. Only registrants in good standing (Engineers and Geoscientists BC registered practicing, non-practising or retired professional engineers (P.Eng.), professional geoscientists (P.Geo.), professional licensees (P.L.Eng, P.L.Geo.) and/or trainees (EIT, GIT) are entitled to make or second motions, comment on motions, and vote.
6. The proceedings will be conducted via webcast.
7. Registrants will have the opportunity to submit questions online during the meeting.
8. Questions will be read on behalf of the registrant during the designated Question Period.

Registrant Motions

9. To be considered, registrant motions must be submitted in writing to the CEO no later than 5:00 PM on September 14, 2022.
10. All submitted motions will be reviewed by the CEO, to ensure they are in order (as per Robert's Rules)¹ for consideration by the meeting.
11. All registrant motions must be written as advisory for the consideration of Council.

¹ In essence, Roberts Rules of Order require that a motion will be considered to be out of order if, amongst other things, it is beyond the objects and business of the Association, or is absurd, discourteous or uses language that reflects on a member's conduct or character.

12. The mover and seconder of a registrant motion must be in attendance when the motion is considered.
13. Submitted motions may not include a preamble that is part of the motion. However, after the motion, the written statement may include a brief rationale that is not part of the motion.
14. If the submitted motion is in order for consideration by the meeting, the registrant making the motion will be provided with an opportunity to pre-record a 2 minute or less audio introduction to their motion in advance of the meeting. The recording will be played during the meeting.

Debate/ Questions

15. Registrants may submit questions or make comments during designated Question Periods. A registrant who wishes to submit a question or make a comment during the meeting must type the question or comment by using the Question feature.
16. Each Question Period will be allotted 10 minutes.
17. Registrants must observe decorum, and must avoid personal attacks in questions submitted.
18. Only questions germane to the topic or pending motion will be addressed.
19. Questions not addressed at the meeting may be emailed to agmquestion@egbc.ca for follow up after the meeting.

Voting

20. Only registrants in good standing (Engineers and Geoscientists BC registered practicing, non-practising or retired professional engineers (P.Eng.), professional geoscientists (P.Geo.), professional licensees (P.L.Eng, P.L.Geo.) and/or trainees (EIT, GIT) are entitled to vote on motions.
21. Only registrants in good standing (Engineers and Geoscientists BC registered practicing, non-practising or retired professional engineers (P.Eng.), professional geoscientists (P.Geo.), professional licensees (P.L.Eng, P.L.Geo.) and/or trainees (EIT, GIT.) will be able to access polls to cast their vote on motions, provided they have registered for the AGM by October 10, 2022.

Minutes

22. Minutes of the AGM will be made available within 30 days following the AGM and will be open for review and comment for 30 days from the date of publication. At the close of that period Council will make any requisite changes to the minutes and approve them for the final record.
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