

MINUTES OF THE OPEN SESSION OF THE FOURTH MEETING OF THE 2013/2014 COUNCIL
of the Association of Professional Engineers and Geoscientists of British Columbia,
held on APRIL 11, 2014 in the WHISTLER ROOM, APEGBC OFFICES, BURNABY, BC

Present

Council	
Michael Bapty P.Eng. FEC	President (Chair)
Michael Isaacson P.Eng. PhD FEC FGC (Hon.)	Past President
John Clague P.Geo. PhD FGC	Vice President
Arnold Badke P.Eng.	Councillor
Ana Fernandes CIM FCSI	Councillor
Shiloh Carlson P.Eng.	Councillor
David Harvey P.Eng./Struct.Eng. FEC	Councillor
Donna Howes P.Eng. FEC	Councillor
Garth Kirkham P.Geo. FGC	Councillor
Ken Laloge CA	Councillor
Andy Mill P.Eng./Struct.Eng. FEC	Councillor (attended via teleconference as noted)
Karen Savage P.Eng. FEC	Councillor
Kathy Tarnai-Lokhorst P.Eng.	Councillor
Mike Waberski BCLS	Councillor
Sheila Wynn PhD	Councillor
Guests	
Keith Trulson ASct BCLS CLS	Vice President, Applied Science Technologists & Technicians of BC
Russ Kinghorn P.Eng. FEC FGC (Hon.)	APEGBC Director to Engineers Canada (via teleconference)
Staff	
Ann English P.Eng.	CEO & Registrar
Tony Chong P.Eng.	Chief Regulatory Officer & Deputy Registrar
Janet Sinclair FEC (Hon.) FGC (Hon.)	Chief Operating Officer
Jennifer Cho CGA	Director, Finance & Administration
Gillian Pichler P.Eng. FEC FGC (Hon.)	Director, Registration
Deesh Olychick	Director, Member Services
Melinda Lau	Acting Director, Comm & Stakeholder Engagement
Vincent Lai CGA	Associate Director, Finance & Administration
Joanne Williamson	Executive Assistant to Council
Katherine Rau	Executive Assistant to Council
Chelsea Smith	Communications Coordinator
Staff attending as needed	
Peter Mitchell P.Eng. FEC FGC (Hon.)	Director, Prof. Practice, Standards & Development
Efrem Swartz LL.B.	Director, Legislation, Ethics & Compliance
Ray Filipiak P.Eng.	Associate Director, Admissions
Don Gamble	Director, Information Systems
Gilbert Larocque P.Eng.	Associate Director, Professional Practice
Regrets	
Herb Hawson P.Eng. FEC	Councillor
Harlan Kelly P.Eng.	Councillor

OPEN SESSION – CALL TO ORDER

Michael Bapty, President and Chair, called the meeting to order at 10:20 am. John Clague acted as the Parliamentarian and Garth Kirkham acted as the Membership Engagement Champion. The Chair noted that Council members Herb Hawson and Harlan Kelly provided regrets in advance of the meeting. Council member Andy Mill will be teleconferencing for parts of the meeting as noted in the minutes.

Guests: The Chair advised the following guests would be welcomed over the course of the meeting: Keith Trulson Eng.L., A.Sc.T, Vice President, Applied Science Technologists & Technicians of BC; and APEGBC Director to Engineers Canada; Russ Kinghorn P.Eng. FEC FGC (Hon.) via teleconference.

CO-14-52 OPEN CONSENT AGENDA

MOTION 1 It was moved and seconded to relocate 7.3 Amendments to the AGM Rules and 7.6 E-Resolutions to the Open Regular agenda.
CARRIED

MOTION 2 It was moved and seconded that remaining items on the Open Consent Agenda be approved.
CARRIED.

Motions carried by approval of the above Consent Agenda motion

- 7.1 **MOTION** that the January 24, 2014 Open Meeting minutes be approved as corrected.
- 7.2 **MOTION** that Council approve the recommended appointments and reappointments to APEGBC Committees and Boards.

Individual	APEGBC Committee or Task Force	Staff Contact	Start Date	Expiry Date
Lee Andrew Groat, P.Geo.	Geoscience Experience Review Panel	R. Filipiak	11 Apr 2014	11 Apr 2016
Sean Dingley, P.Eng.	Temporary Works Committee	G. Larocque	13 Sept 2013	13 Sept 2015
Neil Nyberg, P. Eng., FEC	Investigation Committee	K. Vantriet	16 Mar 2014	11 Apr 2016
Dragan Majkic, M.Sc.	Temporary Works Committee	G. Larocque	13 Sept 2013	13 Sept 2015
Fred Tai, P.Eng.	Building Codes Committee	G. Larocque	18 Feb 2014	18 Feb 2016
Rodrigo Mora, Ph.D., P.Eng.	Building Enclosure Committee	G. Larocque	11 Mar 2014	11 Mar 2016
Jerrick Dangan, P.Eng.	Continuing Professional Development Committee	D. Olychick	4 May 2014	4 May 2016
Tejas Goshalia, P.Eng.	Continuing Professional Development Committee	D. Olychick	23 Apr 2014	23 Apr 2016
Mahmoud Mahmoud, P.Eng., FEC	Continuing Professional Development Committee	D. Olychick	23 Apr 2014	23 Apr 2016
Radka (Kerri) Holan, EIT	Continuing Professional Development Committee	D. Olychick	11 Apr 2014	11 Apr 2016
Dennis McJunkin, P.Eng., FEC, FGC (Hon)	Continuing Professional Development Committee	D. Olychick	11 Apr 2014	11 Apr 2016

Individual	APEGBC Committee or Task Force	Staff Contact	Start Date	Expiry Date
Anja Lanz, EIT	Continuing Professional Development Committee	D. Olychick	11 Apr 2014	11 Apr 2016
Shiloh Carlson, P.Eng.	Mentoring Committee	D. Olychick	4 May 2014	4 May 2016
Ashok Abhyankar, P.Eng.	Mentoring Committee	D. Olychick	8 Mar 2014	8 Mar 2015
Terry Molstad P.Eng.	Sustainability Committee	M. Lau	11 April 2014	31 Dec 2015
Jody Rechenmacher, P.Eng.	Sustainability Committee	M. Lau	7 April 2014	6 April 2016
Gord Tycho, EIT	Sustainability Committee	M. Lau	7 April 2014	6 April 2016
Arnold Badke, P.Eng.	Foundation Nominating Committee	M. Lau	11 April 2014	30 Sept 2016
Donna Howes, P.Eng., FEC	Foundation Nominating Committee	M. Lau	11 April 2014	30 Sept 2016
Harlan Kelly, P.Eng.	Foundation Nominating Committee	M. Lau	11 April 2014	30 Sept 2016
Lianna Mah, P.Eng., FEC	Foundation Nominating Committee	M. Lau	11 April 2014	30 Sept 2016

7.4 Advance Submission of AGM Motions: MOTION That Council approves the proposed procedure for Advance AGM Motions.

Through an announcement in *Innovation*, members are invited to submit draft AGM motions by a specified deadline in advance of the AGM. This is solely for the purpose of obtaining related information and advice from staff prior to the AGM. Motions will not be posted in advance on the APEGBC website.

7.5 APEGBC Input to Geoscientists Canada's Strategic Plan 2015-2017: MOTION That Council approves APEGBC's submission, dated February 28, 2014, to Geoscientists Canada's Strategic Planning Committee.

End of motions approved under the Consent Agenda.

CO-14-53 OPEN REGULAR AGENDA

MOTION It was moved and seconded that the Open Regular Agenda be approved with agreement to:

- move 8.5 Special Task Force on Alternative Admission/Registration Systems (SAARS) Task Force Report and 9.4 Women in Engineering and Geoscience Information Report before the Budget Presentation; and
- include items 7.3 Amendments to the AGM Rules and 7.6 E-Resolutions (formerly in the consent agenda)

CARRIED

CO-14-54 FINANCIAL REPORT

MOTION It was moved and seconded that the Financial Report as at February 28, 2014 be received.

CARRIED

President Michael Bapty transferred the Chair of the meeting to John Clague.

CO-14-55 EXECUTIVE COMMITTEE – TRAVEL AND EXPENSE POLICY

The Executive Committee, in consultation with the Governance Committee, proposed clarifications for better user understandability and for the review process for expense claims that come into question.

MOTION **It was moved and seconded that Council receives and approves the “Travel & Related Expenses Reimbursement Policy” as presented.**
CARRIED

CO-14-56 EXECUTIVE COMMITTEE – COUNCIL CALENDAR: SCHEDULE OF STRATEGIC PLANNING SESSIONS

MOTION **It was moved and seconded that the council calendar be changed so that planning sessions align with the Three-Year Strategic Plan and planning cycle as follows:**

	Former:	Revised:
Year 1	Sep 2014 – 2 days	Jan 2015 – 1 day
Year 2	Sep 2015 – 2 days	Jan 2016 – 1 day
Year 3	Sep 2016 – 2 days	Jun 2016 – 2 days
Year 1	Sep 2017 – 2 days	Jan 2017 – 1 day

CARRIED

President Michael Bapty resumed the Chair.

CO-14-57 SPECIAL TASK FORCE ON ALTERNATIVE ADMISSION/REGISTRATION SYSTEMS (SAARS) TASK FORCE REPORT

A final report and recommendations were presented from the council-formed task force whose mandate was to research and consider fundamentally different systems of qualifying candidates for professional designation.

MOTION 1 **It was moved and seconded that Council endorses in principle the five recommended promising practices, as detailed in the task force report, for implementation by APEGBC.**
CARRIED

MOTION 2 **It was moved and seconded that Council recognizes that future bylaw consultation, as detailed in the task force report, will be required for the enhanced and accredited member-in-training programs.**
CARRIED

MOTION 3 **It was moved and seconded that Council gives consideration to approving the proposed funding in the 2014/15 through 2016/17 budget to support**

development and implementation of the five promising practices and an enhanced mentoring program.
CARRIED

MOTION 4 It was moved and seconded that the Special Task Force on Alternative Admission/Registration Systems be stood down with Council's thanks for its service.
CARRIED

Council had a round of applause in recognition of its appreciation for the work of the task force.

CO-14-58 (A) INFORMATION REPORT: WOMEN IN ENGINEERING AND GEOSCIENCE UPDATE

Staff provided a progress report on recommendations made by the Women in Engineering and Geoscience Task Force in their June 2013 report.

Note: information reports continue, below.

Andy Mill joined the meeting via teleconference.

CO-14-59 PRESENTATION OF 2014/2017 THREE-YEAR BUDGET

Highlights of the detailed budget materials were presented and questions fielded.

MOTION 1 It was moved and seconded that Council approves the 2014/15 APEGBC operating and capital budget, and accepts the 2015/16 & 2016/17 *pro forma* budgets as presented.
CARRIED

MOTION 2 It was moved and seconded that Council approves the total reserves fund balance to be a target of a minimum of 3 months operating expense.
CARRIED

MOTION 3 It was moved and seconded that Council approves a \$35 annual member fee increase effective January 1, 2015.
CARRIED
(13 in favour; 1 opposed; the chair abstained.)

Andy Mill left the meeting teleconference.

CO-14-60 GOVERNANCE COMMITTEE – POLICY AND GUIDELINES ON APPOINTMENTS

Using the pre-existing policy "Appointment of Members to External Boards and Organizations" as a starting place, the Governance Committee developed recommendations for a comprehensive guide to all forms of appointment, taking into account relevant governing documentation and the best approaches to both external and internal committee appointments.

MOTION It was moved and seconded that the current APEGBC Policy "Appointment of Members to External Boards and Organizations" be rescinded and that the "Policy and Guidelines on APEGBC Appointments" be approved in its place.
CARRIED

CO-14-61 GOVERNANCE COMMITTEE – ELECTION OF COUNCILLORS TO EXECUTIVE COMMITTEE

The committee put forth recommendations for revising the procedure with regard to timing and other considerations.

MOTION It was moved and seconded that the proposed amendments to the "Procedure – Election of Councillors to Executive Committee" be approved including replacing the need for a separate, second vote with the use of preferential ballots under Item C (Voting by Letter Ballot at the Council Meeting).
CARRIED

Staff was requested to prepare a clear explanation on how to manage preferential balloting (e.g. using balloting meters or alternative methods.)

The full "Procedure – Election of Councillors to Executive Committee" is appended to the minutes.

CO-14-62 CONFERENCE AND AGM SPECIAL GUEST POLICY

MOTION It was moved and seconded that Council revises the "AGM Special Guest Policy" to provide Friday accommodation reimbursement for all branch representatives and division chairs attending the annual conference and AGM.
CARRIED

CO-14-63 2013 AGM MOTION RE CONSIDERATION OF FORMING A WORKING COMMITTEE FOR ARCHAEOLOGICAL IMPACT STUDIES

A member motion moved by Bill Wai-Kwong Chu P.Eng. seconded by Yui D. Chan P.Eng. and passed by the members at the APEGBC Annual General Meeting in October 2013, was brought to Council for consideration.

MOTION It was moved and seconded that the APEGBC Council recommends that archaeological considerations on site assessments be appropriately referenced in the relevant professional practice guidelines related to ground altering activities so that the requirements in the *BC Heritage Conservation Act* are addressed.
CARRIED

CO-14-64 ENGINEERS CANADA DIRECTORS REPORT

MOTION 1 It was moved and seconded that APEGBC staff be directed to support the Engineers Canada Directors at the discretion of the CEO.
CARRIED

MOTION 2 It was moved and seconded that APEGBC Council endorses Russ Kinghorn P.Eng. FEC to seek membership on the Engineers Canada Executive.
CARRIED

To accommodate the early departure of their presenter, Council permitted the following two items (CO-14-65 and -66) to be moved ahead on the agenda.

CO-14-65 GOVERNANCE COMMITTEE – REVISIONS TO AGM RULES

The Governance Committee, after consultation with Registered Parliamentarian Eli Mina M.Sc., P.R.P., proposed revised rules for conducting annual general meetings (AGMs).

MOTION It was moved and seconded that the proposed 2014 AGM Rules be presented at the 2014 AGM for the consideration of the members with the following amendments:
Item 1.2 “scheduled to conclude” replaces “concludes”
Item 4.2 removal of the word of “uncounted show of ...”
CARRIED

The full Annual General Meeting Rules as approved by council are appended to the minutes.

CO-14-66 GOVERNANCE COMMITTEE: E-RESOLUTIONS:

In order to enhance clarity and consistency among committees, the Governance Committee developed and proposed a procedure for conducting consent resolutions by email.

MOTION That the proposed procedure on E-Resolutions be approved as revised by council.
AND that changes to the Terms of Reference of the Professional Practice, Nominating, Investigation, Discipline and Practice Review Committees, the ABCPF/APEGBC Joint Practice Board (subject also to ABCFP approval), and any other committees be approved, whereby any implicit reference to non-simultaneous (asynchronous) meetings be deleted and be replaced by an entry on E-Resolutions: "E-Resolutions. The Chair may communicate with all members by e-mail and propose and call for a consent resolution in accordance with the Council-approved Procedure on E-Resolutions"
CARRIED

The procedure as approved:

On occasion, a Committee Chair may communicate with all members by e-mail and, with supporting information, propose and call for a consent resolution. At his or her discretion, the Committee Chair may or may not allow limited e-mail

discussion on the matter. Beyond this, Committee members have the option of responding by moving, seconding or supporting the motion, or requesting that it be considered further at a meeting of the committee. A consent resolution is deemed to have been achieved if there are no negative votes or calls for in-person discussion, and the number of support votes are equal to or greater than the number required for a quorum. In the case where a member so requests, the motion is not carried, but instead may be brought forward for consideration at a subsequent meeting of the Committee. (In the case of an urgent matter, this may occur at a special meeting conducted by telephone where the normal requirements for a quorum will prevail.) Any motion so carried is considered to take effect immediately, and is ratified at the subsequent Committee meeting and recorded in the minutes of that meeting.

End to the adjusted order of the agenda.

**CO-14-67 ENGINEERS CANADA CANADIAN FRAMEWORK FOR LICENSURE –
ENFORCEMENT PRACTICES ELEMENT**

In November 2012 Council approved forwarding recommendations to Engineers Canada on a previous draft. Staff's review of the subsequent "concurrence" draft resulted in a number of recommendations to Council.

**MOTION 1 It was moved and seconded that Council concurs with the CFL Element Enforcement subject to: deletion of Key Consideration 1(d).
CARRIED**

Michael Isaacson left the meeting.

**MOTION 2 It was moved and seconded that Council concurs with the CFL Element Enforcement subject to: modification to Key Consideration 5 to specify Canadian jurisdictions; and the addition of a Key Consideration with respect to corporate enforcement strategies.
CARRIED**

**MOTION 3 It was moved and seconded that Council concurs with the CFL Element Enforcement subject to: the addition of Key Consideration or Key Considerations to address the parameters of a non-traditional (i.e. engagement and promotion of registration) enforcement strategy.
CARRIED**

**CO-14-68 ENGINEERS CANADA CANADIAN FRAMEWORK FOR LICENSURE - CODE
OF ETHICS ELEMENT**

In March 2013 Council endorsed a response crafted by APEGBC's Professional Practice Committee to a previous draft. A "concurrence" draft has now been circulated for further review and support by constituent associations.

**MOTION It was moved and seconded that Council concurs with the CFL Element Code of Ethics subject to modifications to Key Consideration 4(i).
CARRIED**

Note: information reports continue from above CO-14-58 (A).

CO-14-58 (B) INFORMATION ONLY REPORTS - OPEN

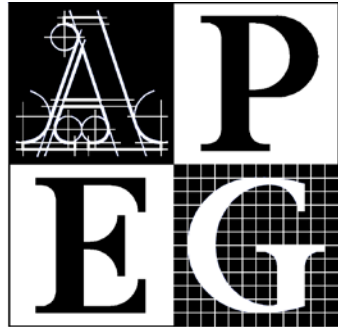
- **CEO & Registrar Report:** items discussed included APEGBC's relationship with YVR and the advisability of seeking out opportunities for similar partnerships.
- **Registration Semi-Annual Report:** new inclusions were reviewed and meeting of targets was highlighted. APEGBC statistics are among the best in Canada.
- **Geoscientists Canada (GC) Director Report:** an update was provided on interactions with Quebec and Geoscientists Canada; GC's intention to seek constituent associations' advice on strategic planning, representation, and various other issues.
- **Feedback on Climate Change Position Paper:** key messages and reception of the paper were summarized along with future considerations which may have relevance to members' current practices.
- **Branch Engagement Report:** current career awareness activities of the branches were summarized. Discussions included volunteer training opportunities to help ensure positive representations of the profession.
- **Nominating Committee Update:** a brief report on the status of the process was submitted for Council's information.

END OF OPEN SESSION

The Open Session ended at 4:46 pm.

APPENDIX A

Procedure – Election of Councillors to Executive Committee



Professional Engineers
and Geoscientists of BC
www.apeg.bc.ca

DATE: **March 27, 2014**

REPORT TO: **Council for Decision**

FROM: **Michael Isaacson, P.Eng.
Chair- Governance Committee**

SUBJECT: **ELECTION OF COUNCILLORS TO EXECUTIVE
COMMITTEE**

Background

In 2011/12, Council approved revised Terms of Reference for the Executive Committee that increased membership on the Committee so as to include one elected Councillor and one government-appointed Councillor, each to be elected by Council as a whole. Council also approved a corresponding procedure for conducting the election. It turns out that the government-appointed Councillors have typically put forward a single name for appointment by acclamation, and it is preferable that this possibility be recognized in the procedure. Furthermore, it turns out that the elected Councillor position has been contested with multiple nominations (four in each of the last two years) for the position, and it would be preferable for the appointee to have secured more than a minimal number of votes. As well, it is now established that the election will occur at the Inaugural Meeting of Council, so that the Executive Committee is able to function immediately after the Annual General Meeting. The Governance Committee is of the view that the corresponding procedure should be updated to reflect the above considerations.

Proposed amendments

PROCEDURE – ELECTION OF COUNCILLORS TO EXECUTIVE COMMITTEE

A) Election ~~by~~ Ballot and Timing

The election will be ~~done~~ conducted each year at the Inaugural meeting of Council via letter ballots prepared in advance of the ~~voting~~ meeting.

B) Nominations Prior to the Inaugural Council Meeting

Nominations must be completed before any balloting takes place. A call for **self-**nominations will be issued with a deadline for any interested individual to place their name on the ballot. This deadline will normally be two weeks prior to the **Inaugural** Council meeting. Council will be advised of the nominees prior to the **Inaugural** Council meeting via email. There are no formal candidate statements or speeches – nominees are free to contact their fellow Councillors on their own prior to the Council meeting.

Unless no nominations have been received prior to the meeting, there will be no nominations from the floor at the Council meeting.

If there is a single nomination for any one of the available positions, then that position will be filled by acclamation.

C) Voting by Letter Ballot at the Council Meeting

A typed ballot will be prepared and distributed at the meeting. A “teller” and independent scrutineer will be appointed by Council to count votes and report back to the Chair. ~~Voting takes place on a single ballot at the meeting.~~

Ballots are counted by the teller and scrutineer and a report given to the Chair. ~~If one nominee secures more than 50% of the votes cast, the Chair will announce the winner without providing the specific count. If no nominee secures more than 50% of the votes, then a further round of voting between the two nominees with the highest votes will be held. The Chair will announce the winner without providing the specific count. In the case of a tie, the Chair casts the deciding vote (Act, subsection 6(3)).~~

Timing of Election

~~The Executive Committee needs to be continuously capable of functioning. As three of the five positions on the Executive Committee are held *ex officio*, the Committee can operate without Council appointees if the President, Vice President and Past President are all in attendance.~~

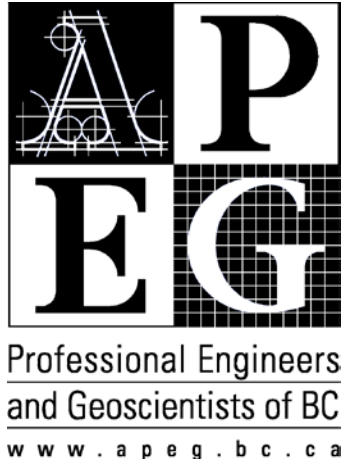
~~Due to the changing nature of Council membership, the elections for the two members at large for the Executive Committee will be held yearly annually at the first regular meeting of Council after the Inaugural Council meeting that follows the AGM. This is usually in late October, a late November or early December Council meeting. This timing coordinates with the Council budget cycle and annual performance evaluation of the CEO & Registrar.~~

Recommended Motion

That the proposed amendments to the “*PROCEDURE – ELECTION OF COUNCILLORS TO EXECUTIVE COMMITTEE*” as stated in this report be approved.

APPENDIX B

Annual Meeting Rules



DATE: **March 27, 2014**

REPORT TO: **Council for Decision.**

FROM: **Michael Isaacson, P.Eng.
Chair- Governance Committee**

**Tony Chong, P.Eng.
Chief Regulatory Officer/Deputy Registrar**

SUBJECT: **REVISIONS TO AGM RULES**

BACKGROUND

Over each of the past few years, the Governance Committee has taken to Council for approval recommended changes to the AGM rules for the forthcoming AGM. In October 2013, APEGBC's Registered Parliamentarian, Mr. Mina, proposed an alternative set of rules, but these were not given due consideration at the time, since the rules for the 2013 AGM had already been approved by Council. Instead, Mr. Mina's suggestions have now been considered by the Governance Committee with respect to the development of rules for the 2014 AGM. Mr. Mina has been consulted in the development of the draft 2014 AGM rules set out below. Beyond a consideration of the 2013 AGM Rules and Mr. Mina's suggestions, there are some additional suggested changes. Attached are the following documents:

1. Clean copy of the proposed rules for the 2014 AGM.
2. Marked up version, showing the document source, additional changes and commentary (for Council's information).

Although two versions are shown to Council, it is intended that the clean copy of the proposed rules (Attachment #1) would be approved by Council. Also, the approved version of these rules for the 2014 AGM will be formatted to fit on a single page.

RECOMMENDATION

The Governance Committee recommends that the proposed 2014 AGM Rules as stated in Attachment #1 be presented at the 2014 AGM for the consideration of the members.

MOTION: That the proposed 2014 AGM Rules be presented at the 2014 AGM

for the consideration of the members.

Attachment #1 (Clean copy of proposed rules)

APEGBC – 2014 Annual General Meeting Rules

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

1. General Rules

- 1.1 The meeting will be run in accordance with the relevant provisions of the *Engineers and Geoscientists Act and Bylaws*. Where the Act and the Bylaws are silent, the current edition of Robert's Rules of Order Newly Revised will apply.
- 1.2 The meeting shall be concluded by 12:30 PM.
- 1.3 Only members in good standing (APEGBC registered P. Eng., P. Geo, and/or Limited Licensee) are entitled to make or second motions, speak to motions, and vote. At the Chair's discretion, a staff member or a public appointee to Council or other guest may be invited to speak.

2. Member Motions

- 2.1 To be considered, member motions must be submitted in writing to AGM staff no later than 10:00 AM on the day of the meeting so they can be reviewed prior to presentation.
- 2.2 All submitted motions will be reviewed by the chair, the designated Parliamentarian, the chair of the Governance Committee and if the latter is not available, a member of the Governance Committee, so as to ensure they are in order (as per Roberts Rules)¹ for consideration by the meeting.
- 2.3 All member motions are advisory and therefore for the consideration of Council.
- 2.4 The mover and seconder of a member motion must be present when the motion is considered.
- 2.5 Member 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.

3. Debate

- 3.1 A member who wishes to speak at the meeting will approach a microphone, wait to be recognized by the chair, and open by stating his/her name.
- 3.2 On each issue or motion, each member is entitled to speak up to two (2) times,

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.

Attachment #1 (Clean copy of proposed rules)

and for no longer than two (2) minutes each time. Speaking a third time or for longer than 2 minutes will require permission from the assembly. If an individual has questions, he or she may ask one follow-up question within the same two-minute time slot.

- 3.3 To speak a second time on the same issue, a member must wait until those who wish to speak on it for the first time have spoken.
- 3.4 Debate must be germane to the pending motion. The chair may alternate between proponents and opponents to a pending motion.
- 3.5 Speakers must observe decorum, and must avoid personal attacks and disorderly or discourteous behaviour.

4. Voting

- 4.1 Members must not pass their voting cards to someone else. Those who leave the meeting must turn in their voting cards to staff.
- 4.2 Voting will be by an uncounted show of voting cards, except when three or more members present request a ballot vote.

In the following, Mr. Mina's suggestions are shown in blue; the 2013 AGM rules are shown in black; and further changes are shown in red.

APEGBC – 2014 Annual General Meeting Rules

The Annual General Meeting rules of order set out below are intended to facilitate progress **at the meeting**, include members in orderly debate and decision-making, and ensure fairness, equality and common sense. ~~To achieve fair and democratic debate on the issues, members* will be asked to adopt the following rules at the start of the Annual General Meeting.~~

1. General Rules

- 1.1 The meeting will be run in accordance with the relevant provisions of the *Engineers and Geoscientists Act and Bylaws*. Where the Act and the Bylaws are silent, the current edition of Robert's Rules of Order Newly Revised will apply. ~~The rules contained in Roberts Rules of Order Newly Revised shall govern the meeting in all cases to which they are applicable, subject to the provisions of the *Engineers & Geoscientists Act* and Bylaws.~~
- 1.2 The meeting shall be concluded ~~conclude~~ by 12:30 PM.
- 1.3 Only members in good standing (APEGBC registered P. Eng., P. Geo, and/or Limited Licensee) are entitled to make **or second** motions, speak **to motions**, and vote. At the Chair's discretion, a staff member, public appointee to Council **or other guest** may be invited to speak.

2. Member Motions

- 2.1 To be considered, member motions must be submitted **in writing** to AGM staff no later than 10:00 AM on the day of the meeting so they can be reviewed **prior to presentation**. ~~APEBC's Governance Committee. Advisory ...~~
- 2.2 All **submitted** motions ~~submitted~~ will be reviewed by **the chair, the designated Parliamentarian, the chair of the Governance Committee** and if the latter is not available, a member of the **Governance Committee**, ~~Association's Governance Committee~~ so as to ensure they are in order (as per Robert's Rules)² for consideration by the meeting.
- 2.3 All member motions **are advisory and therefore** for the consideration of Council.
- 2.4 ~~All member motions shall be submitted to AGM staff in writing on the forms provided. All motions must have a mover and seconder and both~~ The mover and seconder of a member motion must be present when the motion is considered.
- ~~2.3 Motions will be considered in the order they were submitted.~~

² 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.

~~2.4 Motions must be submitted to the AGM staff no later than 10:00 AM to be considered during the meeting.~~

~~2.5 When the motion is projected on the screen, the mover should proceed to the microphone. The Chair will state the motion aloud, thereby turning it over to the assembly for debate.~~

2.5 Member motions may not include a preamble that is part of the motion. However, after the written motion, the statement may include a brief rationale that is not part of the motion.

3. Debate

3.1 A member who wishes to speak at the meeting will approach a microphone, wait to be recognized by the chair, and open by stating his/her name. ~~The right to speak shall be on recognition of the Chair and obtained by standing at one of the microphones. Every person shall identify himself/herself when granted recognition by the Chair. At the Chair's discretion, public representatives, staff members or others may be permitted to inform the debate.~~

~~3.2 In all cases, the maker of the motion shall be entitled to speak first. Where practical, the Chair will alternate between proponents and opponents of a motion.~~

3.2 On each issue or motion, each member Registrant is entitled to speak up to two (2) times, and for no longer than two (2) minutes each time. Speaking a third time or for longer than 2 minutes will require permission from the assembly. If an individual has questions, he or she may ask one follow-up question within the same two-minute time slot.

~~3.6 Asking and answering questions shall not constitute speaking to a motion; questions and answers thereto shall be directed through the Chair.~~

3.3 To speak a second time on the same issue, a member must wait until those who wish to speak on it for the first time have spoken. ~~No member shall speak for a second time on a motion until all those who have requested to speak for the first time have done so.~~

~~3.4 No member shall speak longer than two minutes at a time.~~

3.4 Debate must be germane to the pending motion. The chair may alternate between proponents and opponents to a pending motion.

3.5 Speakers must observe decorum, and must avoid personal attacks and disorderly or discourteous behaviour.

4. Voting

- 4.1 Members must not pass their voting cards to someone else. Those who leave the meeting must turn in their voting cards to staff.
- 4.2 Voting will be by an uncounted show of voting cards, except when three or more members present request a ballot vote. ~~Unless a ballot is demanded by at least 3 members, voting shall be done by members raising their voting cards. The Chair shall declare if the motion passed or failed.~~

~~*"member" for the purposes of this document, means an APEGBC registered P.Eng., P.Geo. and/or Limited Licensee.~~

Thank you for attending APEGBC's Annual General Meeting

MOTION REFERENCES

~~Proposed motions should:~~

- ~~Relate to the mandate of the Association;~~
- ~~Generally not contain a preamble;~~
- ~~Be respectful.~~

APEGBC BYLAWS

~~**Bylaw 2(i)** The rules contained in the latest edition of Robert's Rules of Order shall govern the conduct of meetings in all cases to which they are applicable and in which they are not inconsistent with the bylaws or the special rules of this association.~~

ROBERT'S RULES

~~**With respect to form, Robert's Rules of Order has the following to say:**~~

~~A main motion — particularly an original main motion — is frequently offered as a resolution, either because of its importance or because of its length or complexity. Any resolution — and any long or complicated motion, whether cast as a resolution or not — should always be submitted in writing...In preparing an important written motion or resolution (which should be done in advance of the meeting if possible), it is often advisable to consult with members who can be of assistance in perfecting it... (RRO, 11th edition, p. 105).~~

Use of Preamble:

~~It is usually inadvisable to attempt to include reasons for a motion's adoption within the motion itself. To do so may encumber the motion and may weigh against its adoption — since some members who approve of the action it proposes may dislike voting for it if it states reasons with which they disagree...In general, the use of a pre-amble should be limited to cases where it provides little known information without which the point or the merits of a resolution are likely to be poorly understood, where unusual importance is attached to marking certain reasons for a matter of record, or the like (RRO, 11th edition, pp. 106-107).~~

Basis to refuse consideration of a motion:

1. ~~Any main or other motion that is absurd in substance is dilatory and cannot be introduced~~

~~(RRO, 11th edition, p. 342).~~

- ~~2. Motions that conflict with the corporate charter, constitution or bylaws of a society, or with procedural rules prescribed by national, state or local laws, are out of order, and if any motion of this kind is adopted, it is null and void (RRO, 11th edition, p. 343).~~
- ~~3. No motion can be introduced that is outside the object of the society or assembly as defined in the bylaws, unless by a two-thirds vote the body agrees to its consideration (RRO, 11th edition, p. 343).~~
- ~~4. A motion must not use language that reflects on a member's conduct or character, or is discourteous, unnecessarily harsh, or not allowed in debate (RRO, 11th edition, p. 344).~~