



APEGBC 2015 – 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 scheduled to conclude by 12:30 PM.
- 1.3 Only members in good standing (APEGBC-registered P.Eng., P.Geo, and/or 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 Robert's 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, and for no longer than three (3) minutes each time. Speaking a third time or for longer than 3 minutes will require permission from the assembly. If an individual has questions, he or she may ask one follow-up question within the same three-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.

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.

- 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 a show of voting cards, except when three or more members present request a ballot vote.

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).*