

# **Burns Bog Conservation Society**

## **AGM Rules of Order**

The following shall be the Rules of Order for the Annual General Meeting of the Burns Bog Conservation Society. The customary rules of procedure have been adapted for a virtual meeting and will be adopted at the beginning of the AGM. Except as set below, the AGM will be governed by *Robert's Rules of Order, Newly Revised, 12<sup>th</sup> Edition*.

### **Credentialing**

1. Details to access the meeting will be sent to Members using the e-mail address listed with the Society as of Thursday, April 1. Details to access the voting system will be sent to that same e-mail address on the morning of the meeting.
2. Members are requested to enter their first and last name for identification during the meeting. Any person who is attending but is not a Member must put the word "Guest" before their name. To change their name display, a person must click on the three dots in the right-hand corner and scroll down to the "Name" feature.
3. To participate in the meeting by making motions, seconding motions, asking questions, or providing comments, Members must sign into both Zoom and Simply Voting at least 15 minutes before the start of the meeting so that the credentialing can be completed in a timely fashion. Members are to check their systems for audio capabilities at the time that they enter the meeting.
4. In order to participate in the voting, only Members eligible to vote will be sent a separate e-mail with a voting link to the Simply Voting system. Once the Member has clicked on the link, the Member must keep the link open under a separate tab. This link will be good for all occasions when the Members are required to vote. For Family Members, only one Member from the family will be permitted to sign in. If the same e-mail address appears twice on the voting credentials, any votes cast under that e-mail address will be disqualified.
5. The participants will be kept in the waiting room until admitted into the meeting by the moderator. All participants will be muted upon entering the meeting.
6. At the start of the meeting, the Chair will ask for the credentials report of how many people are in attendance.
7. The quorum for the meeting is minimum seven (7) voting members at all times.

## Rules of Order, Agenda, Statements, Reports

All AGM materials will be made available to members in advance by e-mail (or by postal mail where no e-mail address has been provided by a member).

Business is limited only to those items of business listed in Bylaw 5.1. No special resolutions or members' proposals have been proposed for consideration at this AGM.

Note that motions are **not required** to receive the Board's Report, the Financial Statements for 2019, or the Auditor's Report. As such, there will be no votes on those items. Members are only able to ask questions about the content of those materials.

## Making and Debating Motions

The Chair will guide the assembly through the main motion and amendments process.

### Main Motions

1. Business is brought forward before the assembly through a ***main motion***.
2. While going through the agenda, the Chair will read out the motion applicable to the item in question for the assembly.
3. The Chair will call for a mover and seconder. Those Members wishing to move or second a motion must click the Raise Hand function. The names of the mover and seconder will appear in the participant list and recorded in the minutes. The Chair will not unmute the mover and the seconder to verbally ask them whether they are moving or seconding the motion; the "raising of the hand" will be deemed as sufficient evidence to move or second the motion.
4. Once the Chair has stated the names of the mover and the seconder, the motion is on the floor for debate and vote. Reminder – the mover is only able to speak in favour of the motion.
5. Anyone wishing to speak on the resolution in motion will click the "Raise Hand" feature. The Chair will recognize the speakers in the order in which they are listed in the Participants Box.

### Debate

1. A Member wishing to speak to a motion of the floor must select "Raise Hand" in the Zoom control. The Chair will call the Member's name and the Member's line will unmuted.

2. For the unmuted Member, please state full name and whether you are PRO (in favour) or CON (opposed) to the motion on the floor.
3. During debate, a Member will have 90 seconds to make remarks. Timing will be especially important in this virtual setting. A Member will be muted after 90 seconds whether or not the Member has finished their remarks.
4. If the Member is raising a Point of Information or a Point of Order, please type “Info” or “Point, as the case may be, in the Chat box. The Chair will then recognize the person who raised the point and invite them to state their point.
5. A Member may only speak one additional time, for 60 seconds maximum, after all other Members have had an opportunity to speak the first time. Members will not be permitted to speak a third time.
6. The Chair will call for the vote after the debate is closed.

## **Nominations**

1. Members may submit their nomination forms by 12:00 noon on Thursday, April 1, 2021. However, the Chair will still ask from nominations from the floor at the appropriate point during the meeting’s proceedings.
2. Elections will be held for the following positions in the following order:
  - President (officer)
  - Vice-President (officer)
  - Secretary (officer)
  - Treasurer (officer)
  - Directors – up to seven (7) directors to be elected (non-officer)
3. Elections for the officer positions will be held separately and sequentially while elections for the non-officer positions will be held at the same time.
4. At the start of the election process, the Chair will read out the qualifications for a position on the Board.
5. For each position, the Chair will read out the names of those persons who have submitted nominations. The Chair will ask those persons individually whether they still consent to the nomination. Each nominee must confirm their consent.

6. The Chair will then ask if there are any other nominations from the floor. A person wishing to make a nomination must click the “Raise Hand” feature. The Chair will call on that person and ask the person who they are nominating.
7. The nominator will unmute and state the name of the person being nominated who then becomes a nominee.
8. The Chair will ask the nominee whether they meet the qualifications and whether they consent to the nomination. The Society will confirm that the nominee meets the membership qualification before the nomination process continues. Once the qualifying status has been confirmed, the Chair will proceed with the nomination.
9. Once the Chair has asked for additional nominations for three times and there are no other names put forward as nominees, the Chair will close the nominations. The Chair will call on the nominees in alphabetical order by last name to speak to the membership. Nominees will only have 90 seconds to speak to the membership. After 90 seconds, the nominee will be muted.
10. Once all nominees have been given an opportunity to speak, the Chair will then call for the vote. Members will have 2 minutes to cast their votes. There will be an announcement when there are 30 seconds left before closing the election.

## **How to Vote**

In order to vote, Members are required to be logged into Simply Voting from their device. Members will not be able to participate the vote via Zoom votes nor by calling in via telephone. One person from a Family Member will be able to vote.

Voting will take place in the following methods:

1. **Voting on a Motion or Electing an Officer Position:**
  - The Chair will announce that a vote for a particular motion or election is open. The Members will go to the Tab where Simply Voting is set up.
  - Select the choice in the time allotted. Members will have 2 minutes to submit their choice. There will be an announcement when there are 30 seconds left to make the selection.
  - Once the poll closes, additional responses cannot be added.
  - Once the poll is closed, the Chair will announce the result as soon as it is known and as soon as the vote has been verified.

## 2. **Electing Non-Officer Positions:**

- The Chair will announce that the election for non-officer positions is open. The Members will go the Tab where they have Simply Voting set up.
- Select your choices in the time allotted. Members are entitled to select up to 7 names. Members will have up to three (3) minutes to submit their choices. An announcement will be made when 30 seconds remain.
- Once the poll closes, additional responses cannot be added.
- Once the poll is closed, the Chair will announce the result as soon as it is known and as soon as the result is verified.

The Chair may take any steps necessary to verify the vote.

### **Zoom Issues**

Some technical interruptions are expected. There may be lag or audio issues. Please use the Chat Box to let the Chair and meeting assistant know immediately so we can take action.