



BURNS BOG CONSERVATION SOCIETY

AGM Rules of Order

The following shall be the Rules of Order for the 2021 Annual General Meeting of the Burns Bog Conservation Society on **Tuesday, June 29, 2021 at 7:00 p.m. PDT**. 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 out below, the AGM will be governed by Robert's Rules of Order (Newly Revised, 12th Edition).

Credentialing

1. Details to access the meeting will be sent to Members using the email address listed with the Society as of Friday, June 25. Details to access the voting system will be sent by email on the morning of the meeting (June 29).
2. Members are requested to enter their first and last name to be identified during the meeting. Any person who is attending but is not a Member must put the word "Guest" before their name. To change the display of their name, a person must click on the three dots in the right hand corner and scroll down to the Name and make the changes there.
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 who are eligible to vote will be sent a separate email 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 email address appears twice on the voting credentials, any votes cast under that email 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 request a credentials report of the total number of attendees. Quorum is at least 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 email (or by postal mail where no email address has been provided by a member).

Business is limited to those items of business listed in Bylaw 5.1. There will be three (3) Special Resolutions and no members' proposals for consideration during this AGM.

Note that motions are **not required** to receive financial statements; there will be no vote on this item. Members are able to ask questions about the content of these statements.

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 seconder, the motion is on the floor for debate and vote. The mover may only speak for the motion.
5. Anyone wishing to speak to the motion will click the "Raise Hand" feature. The Chair will recognize the speakers in the order listed in the Participants Box.

Debate

1. A Member wishing to speak to a motion must select “Raise Hand” in the Zoom control. The Chair will call the Member’s name and their line will be 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 two (2) minutes to provide remarks. Timing will be especially important in this virtual setting. A Member will be muted after two minutes 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, after all other Members have had an opportunity to speak. 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 Friday, June 25, 2021**. The Chair will also seek nominations from the floor during the AGM.
2. Elections will be held for the following positions in the following order:
 - President (officer)
 - Vice-President (officer)
 - Secretary (officer)
 - Treasurer (officer)
 - Directors-at-Large – up to seven (7) to be elected (non-officer)
3. At the start of the election process, the Chair will read out the qualifications for a position on the Board.
4. 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, either at the AGM or in advance by writing to the Foundation’s Chair, if the nominee is unable to personally attend the AGM.

5. 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.
6. The nominator will unmute and state the name of the person being nominated who then becomes a nominee.
7. The Chair will ask the nominee whether the nominee meets the qualifications and whether the nominee consents to the nomination. The Society will confirm that the nominee has meets the membership qualification before the nomination process continues. Once the membership qualification has been confirmed, the Chair will proceed with the nomination.
8. 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 have two (2) minutes to speak to the membership. After two minutes, the nominee will be muted.
9. Once all nominees have been given an opportunity to speak, the Chair will call for the vote. Members will have two (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” category member will be permitted to vote.

Voting will take place by 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 two (2) minutes to submit their choice. The Chair will announce when there are 30 seconds remaining to make their 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 seven (7) names. Members will have up to three (3) minutes to submit their choices. The Chair will announce when there are 30 seconds remaining to make their choices.
- 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 that we may take appropriate action.