

Howe Sound Women's Centre Society Annual General Meeting Guidelines & Procedures

The following procedures are intended to help us facilitate progress, include the members in orderly discussion, and ensure equality and fairness during the meeting:

1. The meeting will be generally run in accordance with the provisions of the Society Act, the Constitution and Bylaws, and the current edition of *Robert's Rules of Order, Newly Revised*.
2. The job of the Chair is to help facilitate the business of the Annual General Meeting. The Society grants to the Chair the authority to make procedural decisions to accomplish that job. The ultimate authority for decisions remains in the assembly.
3. The Chair does not participate in debate on any issue unless he or she gives up the chair until the issue is disposed of (which should seldom be done). In addition, the Chair votes only when either:
 - a) The vote is by ballot, in which case the chair votes along with and at the same time as all other members; or
 - b) The Chair's vote will change the result of the vote.

If a motion requires a majority vote and there is a tie, then the Chair can vote to determine the outcome.

4. Only Members in good standing are eligible to speak and vote.
 - a) Members will be given a voting card and ballots when registering.
 - b) Voting cards and ballots cannot be transferred.
 - c) Ballots and voting cards will not be reissued if lost or misplaced.
5. Votes taken during a general session (with the exception of election of Directors) will be decided by a show of voting cards.
 - a) If the Chair is in doubt on the results, the Chair may take a counted vote.
 - b) A voting member wishing the vote to be counted should seek recognition and make a motion for a counted vote.
6. A voting member wishing to ask questions about reports or to speak to a motion, should raise their hand, show their voting card, wait to be acknowledged by the Chair and open by stating their name.
7. Debate must be germane to the motion or issue that is on the floor. To maintain balance in the discussion, the Chair may alternate between proponents and opponents of a motion.

8. Procedures for Elections of Board Members to Vacant Board Position
 - a) Board candidates must complete a Board Nomination Package and submit it to Howe Sound Women's Centre by June 2, 2017.
 - b) Nominations from the floor will not be accepted.
 - c) Only Members in Good Standing can vote.
 - d) If there is only one candidate for one position, election shall be by acclamation.
 - e) The election shall be by ballot.
 - f) The Nominations/Election Committee shall collect all ballots, if there is more than one candidate for the vacant position, count the votes and report on the voting counts.
 - g) The Chair shall repeat the counts and declare the results.

9. Unscheduled motions on new business (also known as special business) can only be made as recommendations for consideration of the Directors at their meetings.

ADDENDUM

1. Some pertinent information from ruling documents:

A Society must give not less than 14 days' written notice of a general meeting to those members to receive notice of a general meeting, but those members may waive or reduce the period of notice for a particular meeting by unanimous consent in writing. (British Columbia Society Act, Part 6 #60).

Voting by proxy is NOT permitted.

A quorum is 3 members present or a greater number that the members may determine at a general meeting.

2. Words to use as a Member

After Being Recognized by the Chair to Speak

To get the vote counted on a motion	I move that the vote be counted.
To close debate and vote immediately	I move the previous question.
Recess	I move to recess for _ minutes.
If you want some informal discussion on a topic without a motion on the floor.	I move that we discuss (name topic) informally, for _ minutes.

Without Needing to Be Recognized by the Chair to speak

Second a motion (seated)	Second!
To ask the Chair information on a matter of the procedures bearing on the question at hand (stand)	I rise to a parliamentary inquiry
If you think the rules are being violated (stand)	Point of Order!
To request information relevant to the	I rise to a point of information.

business at hand, but not related to parliamentary procedure (stand)	
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3. Some Procedural Reminders.

- Motions for special resolutions cannot be amended from the floor as we are required to provide 14 days' notice of such matters to all members in good standing.
- There can be no unscheduled motions from the floor (see point 9 above). All new motions can be provided to the Board and be brought forward at the next AGM. If you want to make a motion for the next AGM you need to make the motion, get a member to second it and then send that motion with the seconded note forward to the Board of Directors at a minimum 30 days before the next AGM so that we can provide written notice to members. A motion should include what is to be done, by whom, by when and at what cost, if any.
- Only two amendments can be pending on a main motion.
- Remember, the main motion must always be voted on after all amendments.
- For routine matters, particularly where there seems to be no opposition, the Chair will use unanimous consent or general consent:
 - "There being no corrections, the minutes stand approved as read." Or "The minutes stand approved, as corrected."
 - "If there is no objection, the Chair will ... (adjourn the meeting, add the suggested name, declare the motion approved, etc.)"
- If you have any objection to the action being suggested by the Chair, say "Objection" and the chair will take a vote.