



*BCSS Annual General Meeting, May 12, 2018*

## **Standing Rules of Order**

The rules of order below are intended to facilitate progress, include members in orderly debate and decision making, and to ensure fairness, equality and common sense:

1. The meeting will run in accordance with the relevant provisions of the Societies Act ("the Act"), the Society's Bylaws ("the Bylaws"), and the current edition of Robert's Rules or Order Newly Revised.
2. Only members in good standing are entitled to speak, make motions and vote. Non-members may speak if granted permission by the assembly to do so.
3. Only proxies that were duly submitted as prescribed under the Bylaws will be allowed. Proxies may not be transferred to a person who was not named on the proxy.
4. A member who wishes to speak at the meeting will raise their hand, and once acknowledged by the facilitator, will be presented a wireless microphone. Please open by stating his/her name and affiliation.
5. On each issue or motion, each member is entitled to speak up to two (2) times, for no longer than two (2) minutes each time. Speaking a third time or longer than two (2) minutes will require permission from the assembly. If an individual has questions, she or he may ask one follow-up question within the same two minute time slot.
6. To speak a second time on the same motion or agenda item, a member must wait until those who wish to speak on it for the first time have spoken.
7. Debate must be related to the pending motion or agenda item. The presiding officer may alternate between proponents and opponents to a pending motion, if needed.
8. Speakers must observe decorum, and must avoid personal attacks and disorderly or discourteous behaviours.
9. To be considered, resolutions must be submitted to the BCSS office by the end of business on Friday, March 16th. Past practice has been not to amend Ordinary Resolutions from the floor, except for agreed upon minor changes that do not change the intent. Special Resolutions may not be amended from the floor.
10. Debate on a motion may be closed by unanimous consent, or - if unanimous consent is not evident - by a motion to close debate (such a motion is presented from a microphone and cannot interrupt a person who was recognized to speak).