Rules of Procedure 2020

Holding the meeting virtually requires a few shifts in process. Please review the Rules of Procedure before the meeting. If you have any questions, please contact Karen Mills (karenmills@me.com, 780-432-0826).

To Speak – If you wish to speak, please:
1. If you are using Zoom online - raise your hand physically or use your "raised hand" icon and wait until the chair acknowledges you before speaking.
   If you are using Zoom via phone – press *9 and wait until the chair acknowledges you before speaking.
2. State your name, so the secretary can maintain accurate records.
   - A member may speak for not more than three minutes at any one time unless this time limit is extended by two-thirds consent of the members present and voting.
   - No one may speak twice on a particular question unless all members who wish to speak on that question have had the opportunity to do so.
   - The mover of a motion may speak at the time the motion is made, and again at the close of debate.
   - Individuals who are not members may speak, at the discretion of the chair, after all members have had the opportunity to speak on any motion.

Motions – Please make your motions orally. Only members may introduce motions.

Limit on debate – Not more than 20 minutes is allowed for debate on any given motion, except by two-thirds consent of the members present and voting, when debate on the motion may be extended for a further period or periods of 15 minutes.

Other Rules of Procedure – Our bylaws direct that we use Robert's Rules of Order.

Voting Requirements – Only members who have been members for at least 60 days (i.e., since March 3, 2020) may vote.

Voting procedure:
For each motion, the chair will ask for a show of hands (or *9 for those on a phone), first for those opposed, then for those abstaining, and finally for those in favour. We acknowledge this is the opposite order from Robert's Rules, but are suggesting this process as it is easier to navigate online and should contribute to a more efficient meeting.