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## **Rules of Procedure – Meetings of the Members**

### **Recognition**

Members, Directors, and non-voting invited guests wishing to speak shall address the Chair and identify themselves by name and position on the Board (if applicable).

Directors may be given priority over Members wishing to speak at the discretion of the Chair. Members of CPA shall be given priority over non-voting invited guests.

If the meeting is held in an electronic (i.e. virtual or telephonic) setting, the meeting participants shall gain recognition of the Chair through any means prescribed by the Chair, such as the use of a 'Raise Hand' function, or verbally when the floor is available and there are no other participants speaking.

Speakers must wait to be recognized by the Chair before proceeding. For the purposes of an electronic meeting, participants must remain 'muted' when they are not speaking or are not seeking recognition to speak.

### **Motions**

Motions may be made and seconded only by Members of the Association. For the purposes of an electronic meeting, those moving and seconding motions must be clearly recognized by full name by the Chair to ensure the proper recording of business.

The Chair may request that any motion shall be presented in writing and signed by the mover. For the purposes of an electronic meeting, signatures may be waived via verbal confirmation of the Members who moved and seconded the motion.

Only Members may vote on questions put to the meeting.

### **Debate**

The proposer of a motion shall have the privilege of speaking to the motion first if they wish to do so. Debate shall be limited to two minutes for each speaker. No one may speak more than twice to the same question, except by consent of the voting body, granted by a 2/3s vote without debate. Any Member or non-voting invited guests may speak to a motion or seek information. All remarks and questions shall be addressed to the Chair.

Speakers shall confine their remarks to the motion under discussion. Members wishing to speak to motions should do so only when they have new information to add to the discussion. The Chair, having regard for the business to come before the meeting, shall have the right to limit discussion on any question.



## **Voting**

Voting shall be by a show of hands, unless a ballot is demanded. Anyone entitled to vote may demand that a vote be by ballot provided the request is made before the vote is taken. No seconder is required.

A ballot will be issued for each proxy carried.

An electronic polling facility shall be made available for those Members who are attending the meeting via teleconference or other electronic means. Voting Members participating by such means may only cast a single vote per ballot.

The announcement by the Chair of the result of the vote will stand as correct unless a count is demanded.

## **Minutes**

The Chair will appoint a staff member of the Association to take minutes during the meeting.

## **Parliamentary Authority**

"Robert's Rules of Order Newly Revised" shall apply on all questions of procedure and parliamentary law not otherwise specified.