

Rules and Procedures for Annual Meetings

OFFICERS

1. The President of the Association will serve as Chairperson and shall preside at the Annual General Meeting (AGM).
2. The President may, if he or she wishes, designate an adjudicator or other Officer to preside over the AGM.
3. The President may, if he or she wishes, designate an adjudicator or other Officer to preside over individual meetings or over parts of meetings.
4. When an Officer is acting as Chairperson, he or she shall have the same powers and duties as the Chairperson.

SECRETARIAT

1. The Secretary of the Association will be responsible for recording the minutes of the meeting.

ATTENDANCE

1. Attendance at the AGM is limited to Members of the Association having maintained status (see *Membership Categories, #4-1*).
2. Only Certified Members, having maintained status, are eligible to vote on matters of the Association.
3. Special guests of the Association may be asked to attend and present on relevant matters.
4. In order to conduct Association business, quorum is set to 30% of voting Members either present or by proxy.

CONDUCT OF THE MEETING

1. The Chairperson shall declare the opening and closing of each plenary session of the meeting and have overall control of the proceedings. As the first order of business, the Chairperson shall review the rules and procedures for the meeting and seek approval of them. Any voting Member, at this time, may move that a rule should be changed and the matter shall then be put immediately to the vote.

2. The Chairperson shall direct the discussion, accord the right to speak, put questions to the vote, and announce decisions. The Chairperson shall rule on points of order and call a speaker to order if the remarks are not relevant or if they are exceeding the allotted time.
3. When a matter is not covered in these rules of procedure, Roberts Rules of Order shall apply.
4. The Chairperson shall rule on any point of order raised during the meeting by a voting Member. If the Member appeals against the Chairperson's decision, the matter shall be put to a vote. The Member raising the point or order may not speak on the matter under discussion. The Chairperson's ruling shall stand unless over-ruled by a majority of those present and voting.
5. Under normal circumstances, proposals and amendments shall be written in a prescribed format and distributed to all voting Members in advance of the meeting. In some circumstances, the Chairperson may, at his or her discretion, permit the discussion of proposals and amendments when they are not in writing.
6. When a proposal has been adopted or rejected, it may not be reconsidered unless it is proposed by a Member who voted in favour of the original proposal, and was agreed by a two-thirds majority of those present and voting.

VOTING

1. Each Certified Member, with status maintained, shall have one vote (see *Membership Categories, #4-1*).
2. Associate Members, Certification Candidates, or Members with emeritus shall not have the right to vote.
3. Voting shall be by a show of hands.
4. When an amendment to a proposal is moved, the amendment shall be voted on first. When more than one amendment is moved to a proposal, the amendments shall be taken in order. When one amendment necessarily implies the rejection of an earlier one, it shall not be put to the vote.
5. The meeting may decide, if it so wishes, that the voting for an election or on some other matter should be held by secret ballot.
6. Voting can be cast in the following categories:
 - a) In favour – positive vote;
 - b) Against – negative vote; and
 - c) Abstention – refusal to vote either for or against a motion. Members are not obliged to vote and the records of the AGM take no official notice of such as refusal unless the Member wishes to do so.